

# RULEMAKING 1-2-3

## MISSOURI STYLE



MATT BLUNT  
SECRETARY OF STATE



OFFICE OF THE SECRETARY OF STATE  
STATE OF MISSOURI  
JEFFERSON CITY  
65101

MATT BLUNT  
SECRETARY OF STATE

STATE INFORMATION CENTER  
(573) 751-4936

October 11, 2001

Dear Fellow Missourians:

Missouri statutes provide that the Secretary of State shall prescribe uniform procedures for the promulgation of administrative rules (section 536.023, RSMo 2000). I am pleased to present a new and improved manual, Rulemaking 1-2-3, Missouri Style. This manual has been developed for the convenience of the user in the rulemaking process.

I was advised early this year that the manual had not been revised since 1996. I directed that a new and revised edition be produced, and that it reflect the comments and suggestions of the users. They participated in the process, as we sought and listened to their input and advice. The first draft was presented to a wide panel of users. These public servants who work with rules on a daily basis were a valuable resource to my office in preparing and revising the manual. I join with members of my staff in expressing our appreciation for their willingness to share their knowledge, experience, and expertise.

For your convenience, the new manual reprints Chapter 536, RSMo 2000, which establishes the rulemaking process in Missouri. Our thanks to the Joint Committee on Legislative Research, Don Prost, and his staff for permission to reprint this chapter in this manual.

As Secretary of State, I am committed to government that is open, accountable, and effective in serving the people. I have directed that my office set the highest priority on making important information accessible in a timely and convenient fashion. The rulemaking process should be accessible to the people and it should be as "user friendly" as possible. We hope you will agree that Rulemaking 1-2-3, Missouri Style is an improvement and that the format will assist users in preparing rules and regulations that are not only accurate, but also uniform in format and procedures.

Please contact my office if we may be of assistance to you in any phase of the rulemaking process, by e-mailing us at [rules@sosmail.state.mo.us](mailto:rules@sosmail.state.mo.us) or calling the Administrative Rules Division at (573) 751-4015.

Sincerely,

A handwritten signature in black ink that reads "Matt Blunt". The signature is stylized, with the first letters of the first and last names being large and prominent.

Matt Blunt  
Secretary of State

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# *Foreword*

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Section 536.023, RSMo 2000, charges the Office of the Secretary of State with the duty of prescribing the procedures for numbering, indexing and publishing of all rules, and notices of proposed rules and orders of rulemaking. As “publisher,” we provide the guidelines and procedures for numbering, indexing and publishing the *Code of State Regulations* and the *Missouri Register*.

To this end, we provide this rulemaking manual, *Rulemaking 1-2-3, Missouri Style*, which is designed to be a tool for the user in making the rulemaking process a less burdensome one.

The rulemaking manual has not been updated since 1996. In this revised manual, we have attempted to take a more user-friendly approach to the process. The manual has been rewritten in its entirety. We have selected a landscape presentation, and have utilized an easel-type binder for ease of use by the one who is preparing the applicable rule by enabling the user to have reference materials at their fingertips. In this manual, you will find we have utilized tabs for every type of rulemaking procedure you might encounter and have set out each and every step you must take in order to make this process easier. Additionally, we have adopted a looseleaf binder format for ease of updating and expanding the manual, as needed.

We continue to strive to better serve you in the rulemaking process. If you have questions, tips, suggestions or comments, please feel free to contact the Administrative Rules Division staff at [rules@sosmail.state.mo.us](mailto:rules@sosmail.state.mo.us)—or call the Administrative Rules Division’s main number (573) 751-4015. We are here to assist you in any way we can and hope you will not hesitate to contact us.

Administrative Rules Division  
Office of the Secretary of State  
**MATT BLUNT**



# *Secretary of State, Administrative Rules Staff*

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## *Our Duties to State Agencies and the Public*

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The duties of the Administrative Rules Division of the Office of the Secretary of State are set forth in Chapter 536, RSMo 2000. Specifically, we are designated as the publisher of the *Missouri Register* and *Code of State Regulations*. Additionally, it is our privilege and responsibility to assist members of the public and state agencies in the rulemaking process. It is our hope that we can make the process as “user friendly” as possible and we stand ready to assist you in any way we can with the rulemaking process.

We offer to you this rulemaking manual as a tool designed to assist you in the rulemaking process. Additionally, we will provide to you, at no cost, rulemaking classes to train you or your staff in the proper procedural steps in the rulemaking process. We believe this class offers some tips and advice that is beneficial to all – from the seasoned user of the rulemaking process, to the new user, who is designated as the person who must prepare proposed rules.

To this end, section 536.023, RSMo 2000 specifically provides that the Office of the Secretary of State shall prescribe, in writing, the uniform procedures for the numbering, indexing, form and publication of all rules, notices of proposed rulemaking and orders of rulemaking.

Additionally, the Office of the Secretary of State establishes a form which each state agency shall use in compiling the fiscal note and affidavit required by sections 536.200, 536.205 and 536.215, RSMo 2000.

We are also given statutory authority to correct typographical errors or spelling errors in the publication of rules. See section 536.033, RSMo 2000. We always communicate with the agency involved and seek your input regarding the corrections we seek to make for publication. You may communicate with us *via* e-mail, telephone, fax, or in person, whichever you prefer. You will find our e-mail address located at the front of this manual.

The Joint Committee on Administrative Rules also has separate authority relating to rulemaking that is specifically set out in the statutes. See section 536.028, RSMo 2000.

Unfortunately, at this time, we cannot accept electronic filing of rules. During the next year, we look forward to being able to offer expanded services that are more technologically advanced and which will hopefully assist you in making the rulemaking process more efficient.

As of April 2001, as a new service to you, our customer, we are pleased to offer MasterCard/Visa as an alternative form of payment for subscriptions, copying charges, charges for certifications, etc. We hope this will be beneficial to you, our customer.

# *Missouri Register*

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The *Missouri Register* is published by the secretary of state as required by section 536.015, RSMo 2000. It is published twice each month, and organized in the format established by the secretary of state. The function of the *Missouri Register* is to encourage and solicit public participation in the rulemaking process. The *Missouri Register* is organized into the following sections:

**Table of Contents**—A list of agencies with rules in the current issue, and the deadline dates for filing and publication in the *Missouri Register* and the *Code of State Regulations*.

**Missouri Depository Libraries**—List of the locations, throughout the state, where copies of the *Missouri Register* and the *Code of State Regulations* are available.

**From this Angle**—Informational column written by the director of Administrative Rules.

**Emergency Rules**—Emergency rulemakings promulgated under the provisions of section 536.025, RSMo 2000.

**Proposed Rules**—Changes to rules, new rules, or rescissions are published under the provisions of section 536.021, RSMo 2000.

**Orders of Rulemaking**—Final versions of rules adopted, amended, rescinded, or withdrawn under the provisions of section 536.021, RSMo 2000.

**In Additions**—Notices required to be published in the *Missouri Register*.

**Rules Under Consideration**—An agency may solicit comments on subject matter pursuant to section 536.026, RSMo 2000.

**Other Documents** published in the *Missouri Register* include the Contractor Debarment List, Construction Transient List, Corporate Dissolutions, and Bid Openings.

**Rule Changes Since Update, Emergency Rule Table, General Index**—User guides which are updated each publication and are designed to assist users in finding rules that are in the process of rulemaking.

Subscriptions to the *Missouri Register* are available for \$56 per year.

Checks are made payable to the “Director of Revenue” and sent to:

Matt Blunt  
Secretary of State  
Administrative Rules Division  
PO Box 1767  
Jefferson City, MO 65102

Credit card orders (MasterCard and Visa) are accepted by calling (573) 751-4015.

Free access to the Register is available on the Internet at:

<http://www.sos.mo.gov/adrules/moreg/moreg.asp>

# *Missouri Code of State Regulations*

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The final product in the rulemaking process is the *Missouri Code of State Regulations* also referred to as the *Code of State Regulations* or simply the *Code*.

The Administrative Rules Division of the Office of the Secretary of State publishes the *Missouri Code of State Regulations*. The *Code* is currently published on paper in a fourteen (14)-volume looseleaf format and on the Internet. By statute the paper copy is currently the official copy. The *Code* is updated monthly and, although the total number of pages changes from month-to-month, it contains approximately ten thousand (10,000) pages.

Rules, amendments and rescissions are published in the *Code* only after completing the rulemaking process. Once a final order of rulemaking has been published in the *Missouri Register* that rulemaking is updated in *Code*.

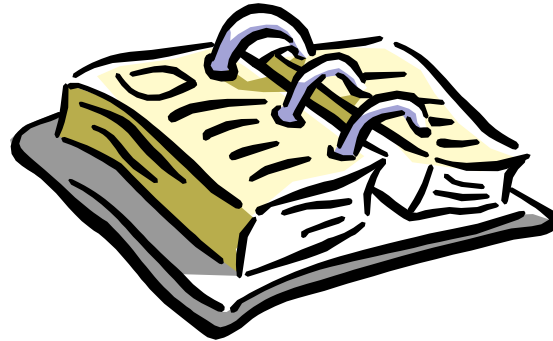
Final orders that appear in both the first of the month and middle of the month *Missouri Registers* are published in the *Code* on the last day of that same month. For example, all orders published in the March 1 and March 15 issues of the *Missouri Register* are published in the *Code of State Regulations* update on March 31. In most cases the rulemaking becomes effective thirty (30) days after it is published in the *Code* (see **Effective Dates** which follows).

The *Code* is available on the Internet at <http://www.sos.mo.gov/adrules/csr/csr.asp>. The official paper copy is available by subscription by contacting the Administrative Rules Division or at any state Depository Library.

# *Missouri Code of State Regulations*

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## *Effective Dates*



### **Normal Effective Date**

A normal rulemaking is effective no sooner than thirty (30) days after it is published in the *Code*. For example, in the March 31 *Code* update a rulemaking is published. That rulemaking would be effective April 30 (March 31 + 30 days = April 30). Of course, not every rulemaking follows this rule, therefore, there are a few exceptions to the rule.

### **Later Effective Date**

An agency promulgating rules could elect to have a later effective date. For example, if an agency wants its rulemaking to be effective on July 1, when the new fiscal year starts, they may make it effective July 1 if July 1 is at least thirty (30) days after publication of the *Code* update in which the rulemaking appears. Let's say the normal thirty (30)-day effective date is May 30 for this order. Since July 1 is more than thirty (30) days after the publication date, the agency may give its rulemaking the later effective date. In this example, they could make the effective date any day after May 30, but could not make it before May 30.

### **Those Few Exceptions That Can Have Early Effective Dates**

There are a few agencies that through constitutional or statutory exceptions may have a rulemaking become effective earlier than thirty (30) days after the rulemaking has been published in the *Code*. In all cases these are very specific exceptions for only certain types or parts of rules (see section 536.021.1, RSMo 2000). These special effective dates are acknowledged in the order of rulemaking published in the *Missouri Register*.

# *Missouri Code of State Regulations*

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## *Indexes*

### **Code Indexes**

The *Code of State Regulations* contains four (4) different indexes.

### **Changed Rule Number Index**

This index gives the original rule number of the rule, the number the rule was changed to, the effective date of the change, and the *Missouri Register* citation in which the rule was changed.

### **General Index**

This index cites rules by agency headings, topics and descriptions.

### **Revised Statutes of Missouri Cited or Referred to in the *Code of State Regulations*—RSMo to CSR**

This index lists statutes numerically that are referred to in the *Code* and cites each rule that refers to the statute.

### **Revised Statutes of Missouri Cited or Referred to in the *Code of State Regulations*—CSR to RSMo**

This index lists rules numerically and the statutes that are referred to in each rule. This is the reverse of the index that is referred to above.

# How are rules created?

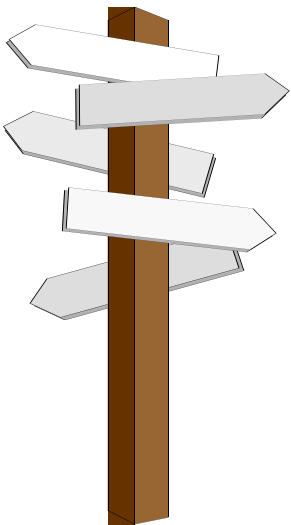
## Where do rules come from?

Rules can only be written if a statute authorizes a state agency to write a rule pertaining to a particular subject. There are a few rules that are authorized by the *Missouri Constitution*, but the vast majority of rules exist by statutory authority. *So how does a state agency promulgate a rule?*



## How are rules created?

1. An agency writes a rule, based on authority from specific statutes in the *Missouri Revised Statutes*. Once the rule is written by the agency, the remaining required paperwork is compiled. The agency is then ready to file the rulemaking.
2. The second step to create a rule is to file a proposed rule with the Administrative Rules Division of the Office of the Secretary of State and the Joint Committee on Administrative Rules of the General Assembly **on the same day**.
3. According to the *Missouri Register* publication schedule, the Administrative Rules Division publishes the proposed rule thirty to forty-five (30–45) days later in the *Missouri Register*. Whether the rulemaking is published at the first or the middle of each month in the *Register* is determined by the filing date of the rulemaking.
4. Following publication, there must be a public comment and/or public hearing period that extends a minimum of thirty (30) days **after** the date of publication of the proposed rulemaking in the *Missouri Register*. **The agency** must act on the rulemaking within ninety (90) days following the close of public comment, or the agency may withdraw the rulemaking at anytime.
5. Once the public comment and/or public hearing period is closed, information from the comments and/or public hearing is compiled by the agency and the agency writes the final order of rulemaking for the proposed rulemaking.
6. A copy of the final order of rulemaking for the proposed rulemaking is next **filed** by the agency **only** with the Joint Committee on Administrative Rules at the Capitol. (This is required for all agencies, except in some instances, the Department of Conservation, the Department of Elementary and Secondary Education, the Public Service Commission, and the Department of Labor and Industrial Relations.)





## *How are rules created?*

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7. The final order of rulemaking is retained by the Joint Committee on Administrative Rules for a thirty (30)-day review period. Once the thirty (30)-day review period is completed, the agency may then, and only then, file the final order of rulemaking with the Administrative Rules Division for publication in the *Missouri Register*.
8. At the end of each month, the rules that are published as final orders of rulemaking in the *Missouri Register* are prepared in final form for publication in the update to the *Code of State Regulations* by the Administrative Rules Division.
9. These rules become effective thirty (30) days after the publication date of the update to the *Code of State Regulations*. An agency, at their discretion, may choose a later date. Exceptions to these effective dates are set by statute.

10. Once a rule becomes effective, it has the force and effect of law.

11. Agencies may amend or rescind existing rules by going through the same process which is outlined in the above steps.



1.04B

# *Agency Responsibilities*

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## **Agency Rulemaking Policy**

Any state agency that proposes rules must adopt rulemaking procedures (section 536.016, RSMo 2000). These procedures should determine if a rule is necessary to carry out the purposes of the statute authorizing the rulemaking. This determination should include an assessment of the effectiveness and costs of the rulemaking both to private and public person(s) or entity(ies).

This policy and procedure is an internal (within your agency) document that each agency should maintain.



# *Agency Responsibilities*

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## **Delegation of Authority**

Just as your agency has a responsibility to adopt an internal rulemaking policy and keep the same on file within your office(s), (Chapter 536.016, RSMo 2000) you also have the responsibility to furnish our office with the proper delegation of authority, and applicable signatures, for rulemaking authority for your agency.

Please address a cover letter to the Administrative Rules Division, stating to whom authority is delegated for ***all phases*** of rulemaking within your agency. This delegation of authority will extend from the cover letter, to affidavit, fiscal note(s) and actual final orders of rulemaking for all types of rules. The letter must also contain an exact verification of signature of the person to whom authority has been delegated. It is the responsibility of our office to allow ***only those persons*** to whom this authority has been delegated to file any stage of rulemaking. This policy is for the protection of your agency, as well as the Office of the Secretary of State, Administrative Rules Division.

## *Proposed Rulemaking*

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A proposed rulemaking is the first step in the rulemaking process. There are three (3) distinct types of proposed rulemakings—proposed rule, proposed amendment, and proposed rescission.

A proposed rule is used to address new issues or situations in an agency's area of expertise. A new rule may be necessary or desirable because of a change in the law or a change in circumstances. A proposed rule is, therefore, a new rule that an agency has under consideration for adoption and is subject to comments from the general public. The entire text of the proposed rule will be published in the *Missouri Register*. The rule does not become effective until all of the statutorily prescribed steps have been taken.

A proposed amendment is a change in an existing rule. The change may be necessary or desirable because of a change in the law or a change in circumstances. A proposed amendment indicates a change in a rule that is currently published in the *Code of State Regulations* and the proposed change is subject to comments from the general public. If the change occurs in a section of a rule, the entire section will be published. If the change occurs in a subsection of the rule, the entire section, subsection and all text indented under this subsection must be submitted for publication. All material to be deleted from the rule will be placed in brackets and *[italic]* typeface and all new material in the rule will be printed in **bold** typeface. The amended rule does not become effective until all of the statutorily prescribed steps have been taken.

A proposed rescission is a repeal of an existing rule. The rescission may be necessary because the rule has become obsolete or there is a change in circumstances. A proposed rescission requires the publication of the rule number and title, the general subject of the rule and the authority section. The text of the rule will not be published. The proposed rescission is subject to comments from the general public. The proposed rescission does not become effective until all of the statutorily prescribed steps have been taken.

The proposed rulemaking will be published in the *Missouri Register*.

This section is divided into three subsections—Proposed Rule, Proposed Amendment, and Proposed Rescission.

# ***Proposed Rule***

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## **Step 1: Preparing for a proposed rule**

- Determine the statutory authority
- Determine whether a rule is necessary (section 536.016, RSMo 2000)
- Determine economic impact on small businesses (Executive Order 96-18)
- Perform a takings analysis (section 536.017, RSMo 2000)
- Determine the cost associated with the rule (sections 536.200 and 536.205, RSMo 2000)
- Determine the rule number after consultation with the Administrative Rules Division

## **Step 2: Parts of a proposed rule**

- Header
- Rule Number and Title
- Purpose for Rule
- Text
- Forms (if applicable)
- Authority
- Cost Statements
- Notice of Comment and Public Hearing
- Fiscal note (if applicable)

# Proposed Rule

## Step 3: Drafting a proposed rule

Header. This is written in **bold** typeface and includes number and name of department, number and name of division and number and name of chapter.

*Example*  
**Title 15—ELECTED OFFICIALS**  
**Division 30—Secretary of State**  
**Chapter 750—Painless Rulemaking**

Type of rulemaking.

### PROPOSED RULE

Number and title. This is written in **bold** typeface.

#### **15 CSR 30-750.007 Filing Rules in Person**

Write the *PURPOSE* statement. This statement gives a brief explanation of the rule. It is written in *italic* typeface.

*PURPOSE: This rule explains where to file rules in person.*

*PUBLISHER'S NOTE:* This statement indicates that material has been incorporated by reference in the rule (see section (4) in the example). It is written in *italic* typeface.

*PUBLISHER'S NOTE: "The secretary of state has determined that the publication of the entire material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. The entire text of the material which is so incorporated is on file with the agency who filed this rule, and with the office of secretary of state. Any interested person may view this material at either agency's headquarters or the same will be made available at the Office of the Secretary of State at a cost not to exceed actual cost of copy reproduction."*

Write the text of the rule.

Text is presented in the following format and indented by subdivisions:

Section (1)

(1) Rules may be filed in person any Monday through Friday from 8:00 a.m. to 5:00 p.m. except state holidays and other such days when state offices are closed, including:

Subsection (1)(A)

Paragraph (1)(A)1.

Subparagraph (1)(A)1.A.

Part (1)(A)1.A.(I)

Subpart (1)(A)1.A.(I)(a)

Item (1)(A)1.A.(I)(a)I.

Subitem (1)(A)1.A.(I)(a)I.a.

(A) Saturdays;

(B) Sundays; and

(C) State holidays which may include, but are not limited to—

1. The normal twelve (12) governor-approved holidays;

2. Inauguration Day; and

3. The Friday following Thanksgiving.

It may be difficult for the reader to follow a requirement that is buried deep in the subdivisions. Therefore you may want to limit the number of subdivisions into which you divide your rule.

(2) Rules should be filed with the Office of the Secretary of State, Administrative Rules Division, which is located in Room 337 of the James C. Kirkpatrick State Information Center, 600 W. Main Street, Jefferson City, Missouri.

When using numbers, spell out the number followed by the number in numeric figures in parentheses.

# Proposed Rule

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## Example—continued

NOTE: If *forms* are published with the rule, the language “included herein” must appear in the text of the rule. The form will appear before the authority section.

NOTE: If forms are not published with the rule, the language “incorporated by reference,” will be used. A Publisher’s Note will be printed with the rule and the forms must be filed with your agency and the Office of the Secretary of State.

NOTE: Reference material may be incorporated in the text of the rule by using the language “incorporated by reference.” A current copy of this material must be on file in the Office of the Secretary of State, as well as with your own agency. A Publisher’s Note will be printed with the rule.

(3) Agencies filing rules should bring with them the proper electronic copy as well as all required paperwork which includes the following—

- (A) Transmittal sheet, included herein;
- (B) Cover letter;
- (C) Affidavit; and
- (D) Fiscal note (if applicable to rule).

(4) The procedures to be followed in writing and filing a rule are found in the *Rulemaking 1-2-3, Missouri Style*, which is incorporated by reference in this rule.





# Proposed Rule

## Example

MATT BLUNT  
Secretary of State  
Administrative Rules Division  
RULE TRANSMITTAL

Administrative Rules Stamp

A "SEPARATE" rule transmittal sheet **MUST** be used for EACH individual rulemaking.

A. Rule Number \_\_\_\_\_  
Diskette File Name \_\_\_\_\_  
Name of person to call with questions about this rule: \_\_\_\_\_  
Content \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Data entry \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Interagency mailing address \_\_\_\_\_  
Statutory Authority \_\_\_\_\_ Current RSMo date \_\_\_\_\_  
Date filed with the Joint Committee on Administrative Rules \_\_\_\_\_

B. CHECK, IF INCLUDED:

<input type="checkbox"/> This transmittal completed	<input type="checkbox"/> Incorporation by reference materials, if any
<input type="checkbox"/> Cover letter	<input type="checkbox"/> Authority with history of the rule
<input type="checkbox"/> Affidavit	<input type="checkbox"/> Public cost
<input type="checkbox"/> Forms, number of pages _____	<input type="checkbox"/> Private cost
<input type="checkbox"/> Fiscal notes	<input type="checkbox"/> Hearing and comment period

C. RULEMAKING ACTION TO BE TAKEN

☐ Emergency rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** include effective date \_\_\_\_\_  
☐ Proposed Rulemaking (circle one) rule, amendment, or rescission  
☐ Order of Rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** complete page 2 of this transmittal  
☐ Withdrawal (circle one) rule, amendment, rescission or emergency)  
☐ Rule action notice  
☐ In addition  
☐ Rule under consideration

D. SPECIFIC INSTRUCTIONS: Please indicate any special instructions (e.g., publication date preference, material to be incorporated by reference, or forms included herein).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JCAR Stamp

(Example of form that is "included herein" with the rule)

# Proposed Rule



(Example of form "included herein" with the rule—continued)

## Example—continued

### RULE TRANSMITTAL (PAGE 2)

- E. ORDER OF RULEMAKING: Rule Number \_\_\_\_\_
- 1a. Effective Date for the Order  
☐ Statutory 30 days  
Specific date \_\_\_\_\_
- 1b. Does the Order of Rulemaking contain changes to the rule text?  
☐ YES ☐ NO
- 1c. If the answer is YES, please complete section F. If the answer is NO, **STOP** here.
- F. Please provide a complete list of the changes in the rule text for the order of rulemaking, indicating the specific section, subsection, paragraph, subparagraph, part, etc., where each change is found. It is especially important to identify the parts of the rule that are being deleted in this order of rulemaking. This is not a reprinting of your order, but an explanation of what sections, subsections, etc. have been changed since the original proposed rule was filed.

NOTE: ALL changes MUST be specified here in order for those changes to be made in the rule as published in the *Missouri Register* and the *Code of State Regulations*.

Add additional sheet(s), if more space is needed.

# Proposed Rule

## Example—continued

**AUTHORITY SECTION**—this gives the most recent statutory cite for authority to promulgate the rule. It also gives the date the rule was filed.

**PUBLIC COST** (requires an affidavit)—this states the cost to any state agency or political subdivision. If the cost is more than five hundred dollars (\$500), a fiscal note must accompany the rulemaking.

**PRIVATE COST**—this states the cost to any private entity. If the cost is more than five hundred dollars (\$500), a fiscal note must accompany the rulemaking.

**NOTICE TO SUBMIT COMMENTS** is a statement that anyone may file a comment in support of or in opposition to the proposed rule at a specific location and within a specific time not less than thirty (30) days following the publication of the proposed rule in the *Missouri Register*. This statement gives the amount of time the public has to file comments regarding the proposed rule and the address to which the comments should be directed (section 536.021.2(5), RSMo 2000). If no hearing is to be held, a statement to that effect must be included (section 536.021.2(6), RSMo 2000).

**NOTICE OF PUBLIC HEARING** is a statement that gives the time and location of a hearing, if ordered. The hearing shall be held not less than thirty (30) days after publication of the proposed rule in the *Missouri Register*.

**NOTE:** A hearing cannot be held less than thirty (30) days after publication of the notice of proposed rulemaking in the *Missouri Register* (see section 536.021.2(6), RSMo 2000).

*AUTHORITY: section 536.023, RSMo 2000. Original rule filed May 14, 2001.*

*PUBLIC COST: This proposed rule will cost state agencies or political subdivisions three thousand six hundred seventy-eight dollars (\$3,678) in the aggregate.*

*PRIVATE COST: This proposed rule will not cost private entities more than five hundred dollars (\$500) in the aggregate.*

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed rule with the Office of the Secretary of State, Administrative Rules Division, Lynne C. Angle, Director, PO Box 1767, Jefferson City, MO 65102. To be considered, comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. No public hearing is scheduled.*

## OR

*NOTICE OF PUBLIC HEARING AND NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed rule with the Office of the Secretary of State, Administrative Rules Division, Lynne C. Angle, Director, PO Box 1767, Jefferson City, MO 65102. To be considered, comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. A public hearing is scheduled for 9:00 a.m., August 17, 2001 in the Interpretive Center in the James C. Kirkpatrick State Information Center, 600 W. Main St., Jefferson City, Missouri.*

# Proposed Rule

## Step 4: Preparing the rule packet for filing

### A. Prepare rule transmittal sheet

- This section gives information to Administrative Rules Division staff about your rule and the people in your agency who work with rules.
- This section contains a checklist of items for filing.
- This section describes the type of rulemaking action and dates necessary for filing.
- This section allows you to add any additional information.

NOTE: **Only** the first page of the rule transmittal sheet is completed for the proposed rule.



### Example

MATT BLUNT  
Secretary of State  
Administrative Rules Division  
RULE TRANSMITTAL

Administrative Rules Stamp

A "SEPARATE" rule transmittal sheet **MUST** be used for EACH individual rulemaking.

A. Rule Number \_\_\_\_\_  
Diskette File Name \_\_\_\_\_  
Name of person to call with questions about this rule:  
Content \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Data entry \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Interagency mailing address \_\_\_\_\_  
Statutory Authority \_\_\_\_\_ Current RSMo date \_\_\_\_\_  
Date filed with the Joint Committee on Administrative Rules \_\_\_\_\_

### B. CHECK, IF INCLUDED:

- |   |   |
|---|---|
| <input type="checkbox"/> This transmittal completed   | <input type="checkbox"/> Incorporation by reference materials, if any |
| <input type="checkbox"/> Cover letter                 | <input type="checkbox"/> Authority with history of the rule           |
| <input type="checkbox"/> Affidavit                    | <input type="checkbox"/> Public cost                                  |
| <input type="checkbox"/> Forms, number of pages _____ | <input type="checkbox"/> Private cost                                 |
| <input type="checkbox"/> Fiscal notes                 | <input type="checkbox"/> Hearing and comment period                   |

### C. RULEMAKING ACTION TO BE TAKEN

- ☐ Emergency rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** include effective date \_\_\_\_\_
- ☐ Proposed Rulemaking (circle one) rule, amendment, or rescission
- ☐ Order of Rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** complete page 2 of this transmittal
- ☐ Withdrawal (circle one) rule, amendment, rescission or emergency)
- ☐ Rule action notice
- ☐ In addition
- ☐ Rule under consideration

### D. SPECIFIC INSTRUCTIONS: Please indicate any special instructions (e.g., publication date preference, material to be incorporated by reference, or forms included herein).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JCAR Stamp

# Proposed Rule

## B. Prepare cover letter

## Example

Address letter to the secretary of state

*Date:*

Matt Blunt  
Secretary of State  
Administrative Rules Division  
600 West Main Street  
Jefferson City, MO 65101

List rule number and title (may include more than one rule)

Dear Secretary Blunt,

RE: *Rule Number and Title*

Certify that the attached are complete and accurate copies of the proposed rule

### CERTIFICATION OF ADMINISTRATIVE RULE

I do hereby certify that the attached is an accurate and complete copy of the proposed rule lawfully submitted by *name of your department, board or commission* on this *date*.

Include date of filing

The *name of your department, board or commission* has determined and hereby certifies that this proposed rule will not have an economic impact on small businesses. The *name of your department, board or commission* also certifies that it has conducted an analysis of whether or not there has been a taking of real property pursuant to section 536.017, RSMo 2000 and that this proposed rule does not constitute a taking of real property under relevant state and federal law.

State economic impact on small businesses

Statutory Authority: sections *your agency's statute for rulemaking*.

State that a takings analysis has occurred

If there are any questions regarding the content of the rule, please contact:

*Name*

*Address*

*Phone Number*

*E-mail*

Authorized signature of the department director or his/her designee which is on file in the Office of the Secretary of State, Administrative Rules Division.

*Signature of proper authority*

*Name and title of proper authority*

*Name of department, board or commission*

# Proposed Rule

## C. Prepare affidavit (public cost)

*Example*

### AFFIDAVIT

### PUBLIC COST

STATE OF MISSOURI )  
                                  ) ss.  
COUNTY OF COLE     )

**Cost less** than five hundred dollars (\$500)—state that the cost is less than five hundred dollars (\$500) in the aggregate to this agency, any other state agency, or political subdivision.

I, *name of person with authority, name of department, board or commission*, first being duly sworn, on my oath, state that it is my opinion that the cost of proposed rule, *number of rule*, is less than five hundred dollars in the aggregate to this agency, any other agency of state government or any political subdivision thereof.

**Requires** signature of **proper** authority. (This signature is statutorily required to be on file in the Office of the Secretary of State.)

\_\_\_\_\_  
*Signature of person with authority*  
*Name of proper authority*  
*Title of proper authority*  
*Name of department, board or commission*

Subscribed and sworn to before me this \_\_\_\_\_ day of *month*, *year*. I am commissioned as a notary public within the County of *name of county*, State of Missouri, and my commission expires on *date*.

\_\_\_\_\_  
Notary Public

# Proposed Rule

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*Example*

## Affidavit (public cost)

### AFFIDAVIT PUBLIC COST

STATE OF MISSOURI )  
                                  ) ss.  
COUNTY OF COLE     )

**Cost greater** than five hundred dollars (\$500)—state that the cost is a reasonably accurate estimate.

I, *name of person with authority, name of department, board or commission*, first being duly sworn, on my oath, state that it is my opinion that the attached fiscal note for the proposed rule, *number of rule*, is a reasonably accurate estimate.

**Requires** signature of **proper** authority. (This signature is statutorily required to be on file in the Office of the Secretary of State.)

\_\_\_\_\_  
*Signature of person with authority*  
*Name of proper authority*  
*Title of proper authority*  
*Name of department, board or commission*

Subscribed and sworn to before me this \_\_\_\_\_ day of *month*, *year*. I am commissioned as a notary public within the County of *name of county*, State of Missouri, and my commission expires on *date*.

\_\_\_\_\_  
Notary Public



# Proposed Rule

*Example*

## D. Review proposed rule and all attached documents

FISCAL NOTE

## E. Fiscal notes—Public and Private

PUBLIC COST

**1. Prepare a public fiscal note** when **public cost** is greater than five hundred dollars (\$500) (section 536.200, RSMo 2000)

- Summary of fiscal impact
- Detailed estimated cost of compliance
- Agency's assumptions, references and methods of acquiring information that result in the conclusions in the fiscal note

NOTE: Please compare your numbers in the fiscal note with those you have included in the public cost statement to make sure the same numbers are utilized.



### I. RULE NUMBER

Rule Number and Name:	
Type of Rulemaking:	

### II. SUMMARY OF FISCAL IMPACT

Affected Agency or Political Subdivision	Estimated Cost of Compliance in the Aggregate

### III. WORKSHEET

### IV. ASSUMPTIONS

# Proposed Rule

**2. Prepare a private fiscal note** when **private cost** is greater than five hundred dollars (\$500) (section 536.205, RSMo 2000)

- Summary of fiscal impact—number and type of entities affected and the associated cost of the proposed rule
- Detailed estimated cost of compliance with the proposed rule
- Agency's assumptions, references and methods of acquiring information that result in the conclusions contained in the fiscal note

NOTE: Please compare your numbers in the fiscal note with those you have included in the private cost statement to make sure the numbers match.

*Example*

**FISCAL NOTE**

**PRIVATE COST**

## I. RULE NUMBER

Rule Number and Name:	
Type of Rulemaking:	

## II. SUMMARY OF FISCAL IMPACT

Estimate of the number of entities by class which would likely be affected by the adoption of the proposed rule:	Classification by types of the business entities which would likely be affected:	Estimate in the aggregate as to the cost of compliance with the rule by the affected entities:

## III. WORKSHEET

## IV. ASSUMPTIONS

## *Proposed Rule*

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**F. Prepare for filing any forms** that have been “included herein” in the text of the rule.

**G. Prepare for filing any material** that have been “incorporated by reference” in the text of the rule.

**H. Prepare diskette**, formatted in Microsoft Word, for delivery with the proposed rule.



# ***Proposed Rule***

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## **Step 5: Final preparations**

Assemble packet for each rule in the following order—

1. Rule Transmittal Sheet
2. Cover letter
3. Affidavit
4. Rule
5. Fiscal note (if applicable)
6. Forms ("included herein")
7. A properly formatted diskette, in Microsoft Word, containing the proposed rule.

Make one (1) copy of packet for filing with the Joint Committee on Administrative Rules (JCAR) This should include an original cover letter addressed to JCAR.

Make two (2) copies of the entire packet for filing with the Office of the Secretary of State.

Make as many copies of the packet as needed for your own records.

Each rule is submitted as a separate filing and must include all of the above.

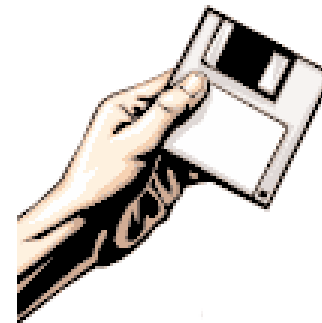
## **Step 6: Filing of rule**

On the same day—

Take original and all copies to JCAR, Capitol Building B-8, Jefferson City, Missouri, to be stamped (JCAR will keep one (1) copy).

Bring the JCAR stamped original and all copies for filing to the Office of the Secretary of State, James C. Kirkpatrick State Information Center, Room 337, 600 W. Main St., Jefferson City, Missouri.

Bring diskette containing the text of the proposed rule formatted in Microsoft Word.



# Proposed Rule

## Step 7: Statement of actual cost (section 536.200.2, RSMo 2000)

After one (1) full fiscal year of implementation of the rule—

- Review the original public fiscal note for estimated cost greater than five hundred dollars (\$500) or affidavit if the original cost was projected to be less than five hundred dollars (\$500).
- Determine the actual cost to all affected entities
- If the actual cost is greater than ten percent (10%) of the estimated cost or has exceeded five hundred dollars (\$500), a STATEMENT OF ACTUAL COST must be published. This statement must include the original estimated cost, together with the actual cost, as determined by the agency.
- The statement must be published in the *Missouri Register* within ninety (90) days after the close of the first full fiscal year. If this statement is not published, the rulemaking will be void and of no further force or effect.

## Example

### Title 15—ELECTED OFFICIALS Division 30—Secretary of State Chapter 750—Painless Rulemaking

#### STATEMENT OF ACTUAL COST

##### 15 CSR 30-750.003 Filing Requirements

The original estimated cost and fiscal note for the public cost to this rule was published in the *Missouri Register* on May 1, 2000 (25 MoReg 1198–1199). The cost to state agencies and political subdivisions has exceeded the cost estimate by more than 10 percent (10%). Therefore, pursuant to section 536.200.2, RSMo 2000, it is necessary to publish the cost estimate together with the actual cost of the first full fiscal year. The estimated cost was two thousand four hundred fifty-six dollars (\$2,456) and at the end of the first full fiscal year, the actual cost to state agencies and political subdivisions was three thousand five hundred dollars (\$3,500).

### Title 10—ELECTED OFFICIALS Division 30—Secretary of State Chapter 750—Painless Rulemaking

#### STATEMENT OF ACTUAL COST

##### 15 CSR 30-750.007 Filing Rules in Person

The original estimated public cost published for this rulemaking in the *Missouri Register* on May 1, 2000 (25 MoReg 1199) was less than five hundred dollars (\$500). The cost to state agencies and political subdivisions has exceeded the cost estimate by more than ten percent (10%). Therefore, pursuant to section 536.200.2, RSMo 2000, it is necessary to publish the cost estimate together with the actual cost of the first full fiscal year. The estimated cost was less than five hundred dollars (\$500) and at the end of the first full fiscal year, the actual cost to state agencies and political subdivisions was two thousand five hundred dollars (\$2,500).

# *Proposed Amendment*

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## **Step 1: Preparing for a proposed amendment**

- Determine the statutory authority
- Determine whether the amendment is necessary (section 536.016, RSMo 2000)
- Determine economic impact on small businesses (Executive Order 96-18)
- Perform a takings analysis (section 536.017, RSMo 2000)
- Determine the cost associated with the amendment (sections 536.200 and 536.205, RSMo 2000)
- Obtain a copy of the rule as it now appears in the *Code of State Regulations* on diskette from the staff in Administrative Rules Division

## **Step 2: Parts of a proposed amendment**

- Header
- Rule Number and Title
- Purpose for Amendment
- Text
- Form(s) (if applicable)
- Authority
- Cost Statements
- Notice of Comment and Public Hearing
- Fiscal Note (if applicable)

# Proposed Amendment

## Step 3: Drafting the text of a proposed amendment

Example

Header. This is written in **bold** typeface and includes number and name of department, number and name of division and number and name of chapter.

**Title 15—ELECTED OFFICIALS**  
**Division 30—Secretary of State**  
**Chapter 750—Painless Rulemaking**

Type of rulemaking.

**PROPOSED AMENDMENT**

Number and title. This is written in **bold** typeface.

**15 CSR 30-750.003 Filing Requirements.** The secretary is amending section (1) adding a new section (2) and deleting the forms which follow the rule in the *Code of State Regulations*.

Write a statement to follow the title stating what is being amended. If forms are to be deleted from the rule, a reference to the deleted material is included in this statement.

Write a *PURPOSE* statement giving the reasons for amending the rule. (This is different from the original *PURPOSE* of the rule that is found in the *Code*.) This is written in *italic* typeface.

*PURPOSE: This amendment changes the number of copies of proposed rulemaking required to be filed and adds the requirement for filing a fourth copy with an emergency rulemaking.*

Draft the text of the amendment.

(1) When filing any proposed rule, proposed amendment, proposed rescission, *[emergency rule, emergency amendment, emergency rescission or emergency termination]* an original and *[three (3)] two (2)* copies will be required for filing.

Material that is being deleted is to be placed in *[brackets]* and printed in *italic* typeface. The bracketed material precedes the new text.

New text is printed in **bold** typeface. This material comes after the deleted text.

**(2) When filing any emergency rule, emergency amendment, emergency rescission or emergency termination, an original and three (3) copies will be required for filing.**

NOTE: If a change occurs in a subsection, all text indented under that subsection must be included.

# Proposed Amendment

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NOTE: If forms are published with the rule, the language "included herein" must appear in the text of the rule and the form will appear before the authority section. For example see Proposed Rule.

NOTE: If forms are not published with the rule, the language "incorporated by reference," will be used. A publisher's note will be printed with the rule and the forms must be filed in the Office of the Secretary of State.

NOTE: Reference material may be incorporated in the text of the rule by using the language "incorporated by reference." A current copy of this material must be on file in the Office of the Secretary of State, as well as with your own agency. A Publisher's Note will be printed with the rule.

*AUTHORITY SECTION*—this gives the most recent statutory cite for the authority to promulgate the rule. This section includes the history currently found in the *Code of State Regulations*, as well as the date the amendment was filed.

*PUBLIC COST* (requires an affidavit)—this states the cost to any state agency or political subdivision. If the cost is more than five hundred dollars (\$500), a fiscal note must accompany the rulemaking.

*PRIVATE COST*—this states the cost to any private entity. If the cost is more than five hundred dollars (\$500), a fiscal note must accompany the rulemaking.

*Example—continued*

*AUTHORITY: section 536.023, RSMo [Supp 1998] 2000. Original rule filed March 25, 1997, effective Sept. 30, 1997. Amended: Filed May 24, 2001.*

*PUBLIC COST: This proposed amendment will cost state agencies or political subdivisions two thousand four hundred fifty-six dollars (\$2,456) in the aggregate.*

*PRIVATE COST: This proposed amendment will not cost private entities more than five hundred dollars (\$500) in the aggregate.*



# Proposed Amendment

---

## Example—continued

*NOTICE TO SUBMIT COMMENTS* is a statement that anyone may file a comment in support of or in opposition to the proposed amendment at a specific location and within a specific time not less than thirty (30) days following the publication of the proposed amendment in the *Missouri Register*. This statement gives the amount of time the public has to file comments regarding the proposed amendment and the address to which the comments should be directed (section 536.021.2(5), RSMo 2000). If no hearing is to be held, a statement to that effect must be included (section 536.021.2(6), RSMo 2000).

*NOTICE OF PUBLIC HEARING* is a statement that gives the time and location of a hearing, if ordered. The hearing shall be held not less than thirty (30) days after publication of the proposed amendment in the *Missouri Register*.

NOTE: A hearing cannot be held less than thirty (30) days after publication of the notice of the proposed rulemaking in the *Missouri Register* (see section 536.021.2(6)).

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the Office of the Secretary of State, Administrative Rules Division, Lynne Angle, Director, PO Box 1767, Jefferson City, MO 65102. To be considered, comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. No public hearing is scheduled.*

### OR

*NOTICE OF PUBLIC HEARING AND NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with the Office of the Secretary of State, Administrative Rules Division, Lynne C. Angle, Director, PO Box 1767, Jefferson City, MO 65102. To be considered, comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. A public hearing is scheduled for 9:00 a.m., August 17, 2001 in the Interpretive Center in the James C. Kirkpatrick State Information Center, 600 W. Main St., Jefferson City, Missouri.*

# Proposed Amendment

## Step 4: Preparing the rule packet for filing

### A. Prepare rule transmittal sheet

- This section gives information to Administrative Rules Division staff about your rule and the people in your agency who work with rules.
- This section contains a checklist of items for filing.
- This section describes the type of rulemaking action and dates necessary for filing.
- This section allows you to add any additional information.

NOTE: Only the first page of the rule transmittal sheet is completed for the proposed amendment.



### Example

MATT BLUNT  
Secretary of State  
Administrative Rules Division  
RULE TRANSMITTAL

Administrative Rules Stamp

A "SEPARATE" rule transmittal sheet **MUST** be used for EACH individual rulemaking.

A. Rule Number \_\_\_\_\_  
Diskette File Name \_\_\_\_\_  
Name of person to call with questions about this rule:  
Content \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Data entry \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Interagency mailing address \_\_\_\_\_  
Statutory Authority \_\_\_\_\_ Current RSMo date \_\_\_\_\_  
Date filed with the Joint Committee on Administrative Rules \_\_\_\_\_

### B. CHECK, IF INCLUDED:

- |   |   |
|---|---|
| <input type="checkbox"/> This transmittal completed   | <input type="checkbox"/> Incorporation by reference materials, if any |
| <input type="checkbox"/> Cover letter                 | <input type="checkbox"/> Authority with history of the rule           |
| <input type="checkbox"/> Affidavit                    | <input type="checkbox"/> Public cost                                  |
| <input type="checkbox"/> Forms, number of pages _____ | <input type="checkbox"/> Private cost                                 |
| <input type="checkbox"/> Fiscal notes                 | <input type="checkbox"/> Hearing and comment period                   |

### C. RULEMAKING ACTION TO BE TAKEN

- ☐ Emergency rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** include effective date \_\_\_\_\_
- ☐ Proposed Rulemaking (circle one) rule, amendment, or rescission
- ☐ Order of Rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** complete page 2 of this transmittal
- ☐ Withdrawal (circle one) rule, amendment, rescission or emergency)
- ☐ Rule action notice
- ☐ In addition
- ☐ Rule under consideration

### D. SPECIFIC INSTRUCTIONS: Please indicate any special instructions (e.g., publication date preference, material to be incorporated by reference, or forms included herein).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JCAR Stamp

# Proposed Amendment

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## B. Prepare cover letter

## Example

Address letter to the secretary of state

*Date:*

Matt Blunt  
Secretary of State  
Administrative Rules Division  
600 West Main Street  
Jefferson City, MO 65102

Dear Secretary Blunt,

List rule number and title (may include more than one rule)

RE: *Rule Number and Title*

Certify that the attached are complete and accurate copies of the proposed amendment

### CERTIFICATION OF ADMINISTRATIVE RULE

I do hereby certify that the attached is an accurate and complete copy of the proposed amendment lawfully submitted by *name of your department, board or commission* on this *date*.

Include date of filing

The *name of your department, board or commission* has determined and hereby certifies that this proposed amendment will not have an economic impact on small businesses. The *name of your department, board or commission* also certifies that it has conducted an analysis of whether or not there has been a taking of real property pursuant to section 536.017, RSMo and that this proposed amendment does not constitute a taking of real property under relevant state and federal law.

State economic impact on small business

State that a takings analysis has occurred

Statutory Authority: sections—*your agency's statute for rulemaking*.

If there are any questions regarding the content of this proposed amendment, please contact:

*Name*

*Address*

*Phone Number*

*E-mail*

Authorized signature of the department director or his/her designee which is on file in the Office of the Secretary of State, Administrative Rules Division.

*Signature of proper authority*

*Name and title of proper authority*

*Name of department, board or commission*

### C. Prepare affidavit (public cost)

# AFFIDAVIT

## PUBLIC COST

STATE OF MISSOURI )  
 ) ss.  
COUNTY OF COLE )

I, *name of person with authority, name of department, board or commission*, first being duly sworn, on my oath, state that it is my opinion that the cost of proposed amendment, *number of rule*, is less than five hundred dollars in the aggregate to this agency, any other agency of state government or any political subdivision thereof.

*Signature of person with authority*  
*Name of proper authority*  
*Title of proper authority*  
*Name of department, board or commission*

Subscribed and sworn to before me this \_\_\_\_\_ day of *month, year*. I am  
commissioned as a notary public within the County of *name of county*, State of  
Missouri, and my commission expires on *date*.

\_\_\_\_\_  
Notary Public



# Proposed Amendment

---

*Example*

## Affidavit (public cost)

AFFIDAVIT

PUBLIC COST

STATE OF MISSOURI )

) ss.

COUNTY OF COLE )

**Cost greater** than five hundred dollars (\$500)—state that the cost is a reasonably accurate estimate.

I, *name of person with authority, name of department, board or commission*, first being duly sworn, on my oath, state that it is my opinion that the attached fiscal note for the proposed amendment to *number of rule*, is a reasonably accurate estimate.

**Requires** signature of **proper** authority. (This signature is statutorily required to be on file in the Office of the Secretary of State.)

\_\_\_\_\_  
*Signature of person with authority*

*Name of proper authority*

*Title of proper authority*

*Name of department, board or commission*

Subscribed and sworn to before me this \_\_\_\_\_ day of *month, year*. I am commissioned as a notary public within the County of *name of county*, State of Missouri, and my commission expires on *date*.

\_\_\_\_\_  
Notary Public

# Proposed Amendment

**D. Review proposed amendment** and all attached documents.

## E. Fiscal Notes—Public and Private

**1. Prepare a public fiscal note** when **public cost** is greater than five hundred dollars (\$500) (section 536.200, RSMo 2000).

- Summary of fiscal impact
- Detailed estimated cost of compliance
- Agency's assumptions, references and methods of acquiring information that result in the conclusions in the fiscal note

NOTE: Please compare your numbers in the fiscal note with those you have included in the public cost statement to make sure the numbers match.



*Example*

**FISCAL NOTE**

**PUBLIC COST**

### I. RULE NUMBER

Rule Number and Name	
Type of Rulemaking:	

### II. SUMMARY OF FISCAL IMPACT

Affected Agency or Political Subdivision	Estimated Cost of Compliance in the Aggregate

### III. WORKSHEET

### IV. ASSUMPTIONS

# Proposed Amendment

**2. Prepare a private fiscal note** when **private cost** is greater than five hundred dollars (\$500) (section 536.205, RSMo 2000)

- Summary of fiscal impact—number and type of entities affected and the associated cost of the proposed amendment
- Detailed estimated cost of compliance with the proposed amendment
- Agency's assumptions, references and methods of acquiring information that results in the conclusions in the fiscal note

NOTE: Please compare your numbers in the fiscal note with those you have included in the private cost statement to make sure the same numbers are utilized.



*Example*

**FISCAL NOTE**

**PRIVATE COST**

## I. RULE NUMBER

Rule Number and Name:	
Type of Rulemaking:	

## II. SUMMARY OF FISCAL IMPACT

Estimate of the number of entities by class which would likely be affected by the adoption of the proposed rule:	Classification by types of the business entities which would likely be affected:	Estimate in the aggregate as to the cost of compliance with the rule by the affected entities:

## III. WORKSHEET

## IV. ASSUMPTIONS

## *Proposed Amendment*

---

**F. Prepare for filing any forms** that have been "included herein" in the text of the rule

**G. Prepare for filing any material** and forms that have been "incorporated by reference" in the text of the rule

**H. Prepare diskette**, formatted in Microsoft Word, containing the text of the proposed amendment





# *Proposed Amendment*

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## **Step 5: Final preparations**

Assemble packet for each amendment in the following order—

1. Rule Transmittal sheet
2. Cover letter
3. Affidavit
4. Amendment (with bolds and brackets)
5. Fiscal note (if applicable)
6. Forms ("included herein")
7. A properly formatted diskette, in Microsoft Word, containing the proposed amendment.

Make one (1) copy of packet for filing with the Joint Committee on Administrative Rules (JCAR). This should include an original cover letter addressed to JCAR.

Make two (2) copies of the entire packet for filing with the Office of the Secretary of State.

Make as many copies of the packet as needed for your own records.

Each amendment is submitted as a separate filing and must include all of the above.

## **Step 6: Filing of rule**

On the same day—

Take original and all copies to JCAR, Capitol Building B-8, Jefferson City, Missouri, to be stamped (JCAR will keep one (1) copy).

Bring the JCAR stamped original and all copies for filing to the Office of the Secretary of State, James C. Kirkpatrick State Information Center, Room 337, 600 W. Main St., Jefferson City, Missouri.

Bring diskette containing the text of proposed amendment formatted in Microsoft Word.



# Proposed Amendment

## Step 7: Statement of actual cost (section 536.200.2, RSMo 2000)

**After** one (1) full fiscal year of implementation of the amendment—

- Review the original public fiscal note or affidavit if the original cost was projected to be less than five hundred dollars (\$500).
- Determine the actual cost to all affected entities.
- If the actual public cost is greater than ten percent (10%) of the estimated cost or has exceeded five hundred dollars (\$500), a STATEMENT OF ACTUAL COST must be published. This statement must include the original estimated cost together with the actual cost as determined by the agency.
- The statement must be published in the *Missouri Register* within ninety (90) days after the close of the first full fiscal year. If this statement is not published, the rulemaking will be void and of no further force or effect.

### Example

#### Title 15—ELECTED OFFICIALS Division 30—Secretary of State Chapter 750—Painless Rulemaking

##### STATEMENT OF ACTUAL COST

###### 15 CSR 30-750.003 Filing Requirements

The original estimated cost and fiscal note for the public cost to this rule was published in the *Missouri Register* on May 1, 2000 (25 MoReg 1198–1199). The cost to state agencies and political subdivisions has exceeded the cost estimate by more than ten percent (10%). Therefore, pursuant to section 536.200.2, RSMo 2000, it is necessary to publish the cost estimate together with the actual cost of the first full fiscal year. The estimated cost was two thousand four hundred fifty-six dollars (\$2,456) and at the end of the first full fiscal year, the actual cost to state agencies and political subdivisions was three thousand five hundred dollars (\$3,500).

#### Title 10—ELECTED OFFICIALS Division 30—Secretary of State Chapter 750—Painless Rulemaking

##### STATEMENT OF ACTUAL COST

###### 15 CSR 30-750.007 Filing Rules in Person

The original estimated public cost published for this rulemaking in the *Missouri Register* on May 1, 2000 (25 MoReg 1199) was less than five hundred dollars (\$500). The cost to state agencies and political subdivisions has exceeded the cost estimate by more than ten percent (10%). Therefore, pursuant to section 536.200.2, RSMo 2000, it is necessary to publish the cost estimate together with the actual cost of the first full fiscal year. The estimated cost was less than five hundred dollars (\$500) and at the end of the first full fiscal year, the actual cost to state agencies and political subdivisions was two thousand five hundred dollars (\$2,500).

# ***Proposed Rescission***

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## **Step 1: Preparing for a proposed rescission**

- Determine the statutory authority
- Determine if the rescission is necessary (section 536.016, RSMo 2000)
- Determine economic impact on small businesses (Executive Order 96-18)
- Perform a takings analysis (section 536.017, RSMo 2000)
- Determine the cost associated with the rescission (sections 536.200 and 536.205, RSMo 2000)
- Obtain a copy of the rule as it now appears in the *Code of State Regulations* on diskette from the staff in Administrative Rules Division

## **Step 2: Parts of a proposed rescission**

- Header
- Rule Number and Title
- Purpose for Rescission
- Authority
- Cost Statements
- Notice of Comment and Public Hearing
- Fiscal Note (if applicable)

# Proposed Rescission

## Step 3: Drafting a proposed rescission

### Example

Header. This is written in **bold** typeface and includes number and name of department, number and name of division and number and name of chapter.

**Title 15—ELECTED OFFICIALS**  
**Division 30—Secretary of State**  
**Chapter 750—Painless Rulemaking**

Type of rulemaking.

### **PROPOSED RESCISSION**

Number and title. This is written in **bold** typeface.

**15 CSR 30-750.005 Filing Rules by ATMS.** This rule provided for the formatting procedure to follow when filing a rule.

Write a statement to follow the title stating in past tense the original purpose of the rule.

*PURPOSE: This rule is being rescinded as ATMS no longer exists.*

Write a *PURPOSE* statement giving the reason for rescinding the rule. (This is different from the original *PURPOSE* of the rule that is found in the *Code*.) This is written in *italic* typeface.

*AUTHORITY: section 536.023, RSMo 1984. Original rule filed July 15, 1976, effective July 25, 1976. Amended: Filed Aug. 1, 1982, effective Dec. 4, 1982. Amended: Filed Jan. 16, 1985, effective July 30, 1985. Rescinded: Filed May 14, 2001.*

*AUTHORITY SECTION*—this will include the complete history that is currently found in the *Code of State Regulations* as well as the current date of filing.

*PUBLIC COST: This proposed rescission will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.*

*PUBLIC COST* (requires an affidavit)—this states the cost to any state agency or political subdivision. If the cost is more than five hundred dollars (\$500), a fiscal note must accompany the rulemaking.

*PRIVATE COST: This proposed rescission will not cost private entities more than five hundred dollars (\$500) in the aggregate.*

*PRIVATE COST*—this states the cost to any private entity. If the cost is more than five hundred dollars (\$500), a fiscal note must accompany the rulemaking.

# *Proposed Rescission*

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## *Example—continued*

*NOTICE TO SUBMIT COMMENTS* is a statement that anyone may file a comment in support of or in opposition to the proposed rescission at a specific location and within a specific time not less than thirty (30) days following the publication of the proposed rescission in the *Missouri Register*. This statement gives the amount of time the public has to file comments regarding the proposed rescission and the address to which the comments should be directed (section 536.021.2(5), RSMo 2000). If no hearing is to be held, a statement to that effect must be included (section 536.021.2(6), RSMo 2000).

*NOTICE OF PUBLIC HEARING* is a statement that gives the time and location of a hearing, if ordered. The hearing shall be held not less than thirty (30) days after publication of the proposed rescission in the *Missouri Register*.

NOTE: A hearing cannot be held less than thirty (30) days after publication of the notice of proposed rulemaking in the *Missouri Register* (see section 536.021.2(6), RSMo 2000).

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed rescission with the Office of the Secretary of State, Administrative Rules Division, Lynne C. Angle, Director, PO Box 1767, Jefferson City, MO 65102. To be considered, comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. No public hearing is scheduled.*

**OR**

*NOTICE OF PUBLIC HEARING AND NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed rescission with the Office of the Secretary of State, Administrative Rules Division, Lynne C. Angle, Director, PO Box 1767, Jefferson City, MO 65102. To be considered, comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. A public hearing is scheduled for 9:00 a.m., August 17, 2001 in the Interpretive Center in the James C. Kirkpatrick State Information Center, 600 W. Main St., Jefferson City, Missouri.*

# Proposed Rescission

## Step 4: Preparing the rule packet for filing

### Prepare rule transmittal sheet

A. This section gives information to Administrative Rules Division staff about your rule and the people in your agency who work with rules.

B. This section contains a checklist of items for filing.

C. This section describes the type of rulemaking action and dates necessary for filing.

D. This section allows you to add any additional information.

NOTE: Only the first page of the rule transmittal sheet is completed for the proposed rescission.



### Example

MATT BLUNT  
Secretary of State  
Administrative Rules Division  
RULE TRANSMITTAL

Administrative Rules Stamp

A "SEPARATE" rule transmittal sheet **MUST** be used for EACH individual rulemaking.

A. Rule Number \_\_\_\_\_  
Diskette File Name \_\_\_\_\_  
Name of person to call with questions about this rule: \_\_\_\_\_  
Content \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Data entry \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Interagency mailing address \_\_\_\_\_  
Statutory Authority \_\_\_\_\_ Current RSMo date \_\_\_\_\_  
Date filed with the Joint Committee on Administrative Rules \_\_\_\_\_

#### B. CHECK, IF INCLUDED:

- |   |   |
|---|---|
| <input type="checkbox"/> This transmittal completed   | <input type="checkbox"/> Incorporation by reference materials, if any |
| <input type="checkbox"/> Cover letter                 | <input type="checkbox"/> Authority with history of the rule           |
| <input type="checkbox"/> Affidavit                    | <input type="checkbox"/> Public cost                                  |
| <input type="checkbox"/> Forms, number of pages _____ | <input type="checkbox"/> Private cost                                 |
| <input type="checkbox"/> Fiscal notes                 | <input type="checkbox"/> Hearing and comment period                   |

#### C. RULEMAKING ACTION TO BE TAKEN

- ☐ Emergency rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** include effective date \_\_\_\_\_
- ☐ Proposed Rulemaking (circle one) rule, amendment, or rescission
- ☐ Order of Rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** complete page 2 of this transmittal
- ☐ Withdrawal (circle one) rule, amendment, rescission or emergency)
- ☐ Rule action notice
- ☐ In addition
- ☐ Rule under consideration

#### D. SPECIFIC INSTRUCTIONS: Please indicate any special instructions (e.g., publication date preference, material to be incorporated by reference, or forms included herein).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JCAR Stamp

# Proposed Rescission

## B. Prepare cover letter

Address letter to the secretary of state

List rule number and title (may include more than one rule)

Certify that the attached are complete and accurate copies of the proposed rescission

Include date of filing

State economic impact on small business

State that a takings analysis has occurred

Authorized signature of the department director or his/her designee which is on file in the Office of the Secretary of State, Administrative Rules Division.

## Example

*Date:*

Matt Blunt  
Secretary of State  
Administrative Rules Division  
600 West Main Street  
Jefferson City, MO 65101

Dear Secretary Blunt,

RE: *Rule Number and Title*

### CERTIFICATION OF ADMINISTRATIVE RULE

I do hereby certify that the attached is an accurate and complete copy of the proposed rescission lawfully submitted by *name of your department, board or commission* on this *date*.

The *name of your department, board or commission* has determined and hereby certifies that this proposed rescission will not have an economic impact on small businesses. The *name of your department, board or commission* also certifies that it has conducted an analysis of whether or not there has been a taking of real property pursuant to section 536.017, RSMo and that this proposed rescission does not constitute a taking of real property under relevant state and federal law.

Statutory Authority: sections—*your agency's statute for rule-making*.

If there are any questions regarding this content of this rescission, please contact:

*Name*

*Address*

*Phone Number*

*E-mail*

*Signature of proper authority*

*Name and title of proper authority*

*Name of department, board or commission*

# Proposed Rescission

## C. Prepare affidavit (public cost)

*Example*

### AFFIDAVIT

### PUBLIC COST

**Cost less** than five hundred dollars (\$500)—state that the cost is less than five hundred dollars (\$500) in the aggregate to this agency, any other state agency or political subdivision.

STATE OF MISSOURI )  
COUNTY OF COLE ) ss.

I, *name of person with authority, name of department, board or commission*, first being duly sworn, on my oath, state that it is my opinion that the cost of the proposed rescission of *number of rule* is less than five hundred dollars (\$500) in the aggregate to this agency, any other agency of state government or any political subdivision thereof.

**Requires** signature of **proper** authority. (This signature is statutorily required to be on file in the Office of the Secretary of State.)

\_\_\_\_\_  
*Signature of person with authority*  
*Name of proper authority*  
*Title of proper authority*  
*Name of department, board or commission*

Subscribed and sworn to before me this \_\_\_\_\_ day of *month*, *year*. I am commissioned as a notary public within the County of *name of county*, State of Missouri, and my commission expires on *date*.

\_\_\_\_\_  
Notary Public



# Proposed Rescission

*Example*

## Affidavit (public cost)

**Cost greater** than five hundred dollars (\$500)—state that the cost is a reasonably accurate estimate.

**Requires** signature of **proper** authority. (This signature is statutorily required to be on file in the Office of the Secretary of State.)



STATE OF MISSOURI )  
                                  ) ss.  
COUNTY OF COLE )

I, *name of person with authority, name of department, board or commission*, first being duly sworn, on my oath, state that it is my opinion that the attached fiscal note for the proposed rescission of *number of rule* is a reasonably accurate estimate.

\_\_\_\_\_  
*Signature of person with authority*  
*Name of proper authority*  
*Title of proper authority*  
*Name of department, board or commission*

Subscribed and sworn to before me this \_\_\_\_\_ day of *month, year*.  
I am commissioned as a notary public within the County of *name of county*, State of Missouri, and my commission expires on *date*.

\_\_\_\_\_  
Notary Public

# Proposed Rescission

**D. Review proposed rescission** and all attached documents

## E. Fiscal Notes—Public and Private

**1. Prepare a public fiscal note** when **public cost** is greater than five hundred dollars (\$500) (section 536.200, RSMo 2000).

- Summary of fiscal impact
- Detailed estimated cost of compliance
- Agency's assumptions, references and methods of acquiring information that result in the conclusions in the fiscal note

NOTE: Please compare your numbers in the fiscal note with those you have included in the public cost statements to make sure the numbers match.

*Example*

**FISCAL NOTE**

**PUBLIC COST**

### I. RULE NUMBER

Rule Number and Name:	
Type of Rulemaking:	

### II. SUMMARY OF FISCAL IMPACT

Affected Agency or Political Subdivision	Estimated Cost of Compliance in the Aggregate

### III. WORKSHEET

### IV. ASSUMPTIONS

# Proposed Rescission

**2. Prepare a private fiscal note** when **private cost** is greater than five hundred dollars (\$500) (section 536.205, RSMo 2000)

- Summary of fiscal impact—number and type of entities affected and the associated cost of the proposed rescission
- Detailed estimated cost of compliance with the proposed rescission
- Agency's assumptions, references and methods of acquiring information that result in the conclusions in the fiscal note

NOTE: Please compare your numbers in the fiscal note with those you have included in the private cost statement to make sure the same numbers match.

**F. Prepare diskette**, formatted in Microsoft Word, for delivery with the proposed rescission

*Example*

**FISCAL NOTE**

**PRIVATE COST**

## I. RULE NUMBER

Rule Number and Name:	
Type of Rulemaking:	

## II. SUMMARY OF FISCAL IMPACT

Estimate of the number of entities by class which would likely be affected by the adoption of the proposed rule:	Classification by types of the business entities which would likely be affected:	Estimate in the aggregate as to the cost of compliance with the rule by the affected entities:

## II. WORKSHEET

## IV. ASSUMPTIONS

# *Proposed Rescission*

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## **Step 5: Final preparations**

Assemble packet for each rescission in the following order—

1. Rule transmittal sheet
2. Cover letter
3. Affidavit
4. Rescission
5. Fiscal note (if applicable)
6. Prepare diskette, formatted in Microsoft Word, containing the text of the proposed rescission.

Make one (1) copy of packet for filing with the Joint Committee on Administrative Rules (JCAR). This should include an original cover letter addressed to JCAR.

Make two (2) copies of the entire packet for filing with the Office of the Secretary of State.

Make as many copies of the packet as needed for your own records.

Each rule is submitted as a separate filing and must include all of the above.

## **Step 6: Filing of rule**

On the same day—

Take original and all copies to JCAR, Capitol Building B-8, Jefferson City, Missouri, to be stamped (JCAR will keep one (1) copy).

Bring the JCAR stamped original and all copies for filing to the Office of the Secretary of State, James C. Kirkpatrick State Information Center, Room 337, 600 W. Main St., Jefferson City, Missouri.

Bring diskette formatted in Microsoft Word containing the proposed rescission.



# *Orders of Rulemaking*

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A final order of rulemaking is the last step to getting a proposed rulemaking into the *Code of State Regulations* and thus getting the proposed rulemaking effective. After a final order of rulemaking is filed with the Administrative Rules Division, it is published in the *Missouri Register*, and, then at the end of the same month in which it was published in the *Missouri Register*, it is published in the *Code of State Regulations*. Unless a different effective date is selected, the rulemaking becomes effective thirty (30) days *after* its publication in the *Code*.

In this section the user will be shown how to work through the six basic types of final orders of rulemaking.

The six basic types of final orders of rulemaking are—

- Final order of rulemaking for a proposed rule with no changes;
- Final order of rulemaking for a proposed rule with changes;
- Final order of rulemaking for a proposed amendment with no changes;
- Final order of rulemaking for a proposed amendment with changes;
- Final order of rulemaking for a proposed rescission; and
- Final order of rulemaking for a withdrawal.

There is one other type of final order of rulemaking that is used by only a few state agencies in a few specific instances. These orders of rulemaking deal with orders of rulemaking that *do not* require a proposed rulemaking to go through the normal rulemaking procedure. This exception is defined in section 536.021.1, RSMo 2000. As this type of rulemaking only affects a few agencies and a select few of their rules, this type of order is not covered in the rulemaking manual. Agencies that need assistance on this type of order may contact the Administrative Rules Division staff directly.

# *Final Order for a Proposed Rule—No Changes*

Contents of the final order of rulemaking.

*Example*

**Step 1.** Header, centered and contains the—

**Title number—NAME OF DEPARTMENT**  
**Division number—Name of Division**  
**Chapter number—Name of Chapter**

**Title 15—ELECTED OFFICIALS**  
**Division 30—Secretary of State**  
**Chapter 30—750 Painless Rulemaking**

**Step 2.** Type of rulemaking, centered

**ORDER OF RULEMAKING**

**Step 3.**

- Statement to whom authority is given
- Statutory cite of authority
- Statement of action taken on the proposed rule.

By the authority vested in the Secretary of State under section 536.023, RSMo 2000, the secretary adopts a rule as follows:

**15 CSR 30-750.007** Filing Rules in Person **is adopted.**

**Step 4.**

- Rule number and action taken in **bold** typeface.

**Step 5.** Explanation of—

- The proposed rule publication date in the *Missouri Register* and page number where located.
- No changes to the text of the proposed rule.
- When the proposed rule becomes effective. After an order is published in the *Register*, it is published in the *Code of State Regulations* at the end of the same month. Thirty (30) days after that update of the *Code* is published, the rulemaking becomes effective.

A notice of proposed rulemaking containing the text of the proposed rule was published in the *Missouri Register* on March 1, 2001 (26 MoReg 525–526). No changes have been made in the text of the proposed rule, so it is not reprinted here. This proposed rule becomes effective thirty (30) days after publication in the *Code of State Regulations*.



# *Final Order for a Proposed Rule—No Changes*

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## *Example*

### **Step 6. SUMMARY OF COMMENTS.**

- If comments were received concerning the proposed rule-making, write a brief statement summarizing the comments.

OR

- If a hearing was held, the state agency must give a concise summary of the testimony and the state agency's findings with respect to the merit of any such testimony.
- Then **individual comments** are printed with a **response** to the comment. Similar comments may be summarized in one comment.

OR

- If no comments were received concerning the proposed rulemaking, a brief statement is made to that effect.

SUMMARY OF COMMENTS: The secretary of state received one (1) comment on the proposed rule.

OR

SUMMARY OF COMMENTS: A public hearing on this proposed rule was held April 7, 2001, and the public comment period ended April 17, 2001. At the public hearing the Administrative Rules Division staff explained the proposed rule and one (1) comment was made.

COMMENT: John Q. Hathaway with the Division of Electronic Advancement requested that we make electronic filing the official way to file rather than a paper copy filed in person.

RESPONSE: At this time our office does not have the statutory authority to make the requested change. No changes have been made to the rule as a result of this comment.

OR

SUMMARY OF COMMENTS: No comments were received.

# Final Order for a Proposed Rule—No Changes

## Step 7.

### Paperwork Needed to File a Final Order and What You Do With It

#### 1. Fill out the rule transmittal sheet

- A. This section gives information to Administrative Rules Division staff about your rule and the people in your agency who work with rules.
- B. This section contains a checklist of items for filing.
- C. This section describes the type of rulemaking action.
- D. This section allows you to add any additional information.

### Example

MATT BLUNT  
Secretary of State  
Administrative Rules Division  
RULE TRANSMITTAL

Administrative Rules Stamp

A "SEPARATE" rule transmittal sheet **MUST** be used for EACH individual rulemaking.

A. Rule Number \_\_\_\_\_  
Diskette File Name \_\_\_\_\_  
Name of person to call with questions about this rule: \_\_\_\_\_  
Content \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Data entry \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Interagency mailing address \_\_\_\_\_  
Statutory Authority \_\_\_\_\_ Current RSMo date \_\_\_\_\_  
Date filed with the Joint Committee on Administrative Rules \_\_\_\_\_

#### B. CHECK, IF INCLUDED:

- |   |   |
|---|---|
| <input type="checkbox"/> This transmittal completed   | <input type="checkbox"/> Incorporation by reference materials, if any |
| <input type="checkbox"/> Cover letter                 | <input type="checkbox"/> Authority with history of the rule           |
| <input type="checkbox"/> Affidavit                    | <input type="checkbox"/> Public cost                                  |
| <input type="checkbox"/> Forms, number of pages _____ | <input type="checkbox"/> Private cost                                 |
| <input type="checkbox"/> Fiscal notes                 | <input type="checkbox"/> Hearing and comment period                   |

#### C. RULEMAKING ACTION TO BE TAKEN

- ☐ Emergency rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** include effective date \_\_\_\_\_
- ☐ Proposed Rulemaking (circle one) rule, amendment, or rescission
- ☐ Order of Rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** complete page 2 of this transmittal
- ☐ Withdrawal (circle one) rule, amendment, rescission or emergency)
- ☐ Rule action notice
- ☐ In addition
- ☐ Rule under consideration

#### D. SPECIFIC INSTRUCTIONS: Please indicate any special instructions (e.g., publication date preference, material to be incorporated by reference, or forms included herein).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JCAR Stamp





# *Final Order for a Proposed Rule—No Changes*

E. If you have a specific effective date for your rule, insert that date here.

NOTE: This specific effective date must be later than the statutory thirty (30)-day requirement.

NOTE: For final orders please make sure that page 2 of the rule transmittal sheet is also filled out which asks specific questions concerning the rulemaking. For a final order with no changes simply mark the "No" box.

## *Example—continued*

### **RULE TRANSMITTAL (PAGE 2)**

E. ORDER OF RULEMAKING: Rule Number \_\_\_\_\_

1a. Effective Date for the Order

☐ Statutory 30 days

☐ Specific date \_\_\_\_\_

1b. Does the Order of Rulemaking contain changes to the rule text?

☐ YES

☐ NO

1c. If the answer is YES, please complete section F. If the answer is NO, **STOP** here.

F. Please provide a complete list of the changes in the rule text for the order of rulemaking, indicating the specific section, subsection, paragraph, subparagraph, part, etc., where each change is found. It is especially important to identify the parts of the rule that are being deleted in this order of rulemaking. This is not a reprinting of your order, but an explanation of what sections, subsections, etc. have been changed since the original proposed rule was filed.

NOTE: ALL changes MUST be specified here in order for those changes to be made in the rule as published in the *Missouri Register* and the *Code of State Regulations*.

Add additional sheet(s), if more space is needed.

# *Final Order for a Proposed Rule—No Changes*

---

2. Certification letter or cover letter—This letter must certify that the attached is a complete and accurate copy of the final order of rulemaking and must include the corresponding rule number. The director of the department or his/her designee must sign this letter.

## *Example*

*Date:*

Matt Blunt  
Secretary of State  
Administrative Rules Division  
600 West Main Street  
Jefferson City, MO 65101

Dear Secretary Blunt,

RE: *Rule Number and Title*

### CERTIFICATION OF ADMINISTRATIVE RULE

Certify that the attached are complete and accurate copies of the final order of rulemaking  
Include date of filing

I do hereby certify that the attached is an accurate and complete copy of the order of rulemaking lawfully submitted by *name of your department, board or commission* on this *date*.

Statutory Authority: section(s) \_\_\_\_\_  
*your agency's statute for rulemaking*

If there are any questions regarding the content of this order of rulemaking, please contact:

*Name*

*Address*

*Phone number*

*E-mail*

*Signature of proper authority*

*Name and title of proper authority*

*Name of department, board or commission*

Authorized signature of the department director or his/her designee which is on file in the Office of the Secretary of State, Administrative Rules Division

3. Order of rulemaking.

## *Final Order for a Proposed Rule—No Changes*

---

Now that you have the paperwork—

1. Now that you have all original documents prepared, make four (4) copies of all documents.
2. Prepare packets of the original and the correct number of copies for the Joint Committee on Administrative Rules and the Office of the Secretary of State.
3. Take the original (which you will keep) and all copies to the Joint Committee on Administrative Rules, Capitol Building, B-8, Jefferson City, Missouri. JCAR will stamp all copies and keep one (1) copy.
4. *You must wait for thirty (30) days*, then bring three (3) sets (stamped original and two (2) copies) for filing to the Administrative Rules Division in Room 337 of the James C. Kirkpatrick State Information Center, 600 W. Main St., Jefferson City, Missouri.
5. Now you can relax and wait for the rulemaking to become effective.



# *Final Order for Proposed Rule—With Changes*

Contents of the final order of rulemaking.

*Example*

**Step 1.** Header, centered and contains the—

<b>Title number—NAME OF DEPARTMENT</b>	→	<b>Title 15—ELECTED OFFICIALS</b>
<b>Division number—Name of Division</b>	→	<b>Division 30—Secretary of State</b>
<b>Chapter number—Name of Chapter</b>	→	<b>Chapter 30—750 Painless Rulemaking</b>

**Step 2.** Type of rulemaking, centered → **ORDER OF RULEMAKING**

**Step 3.**

- Statement to whom authority is given → By the authority vested in the Secretary of State under section 536.023, RSMo 2000, the secretary adopts a rule as follows:
- Statutory cite of authority →
- Statement of action taken on the proposed rule. → 15 CSR 30-750.001 is adopted.

**Step 4.**

- Rule number and action taken in regular typeface. → A notice of proposed rulemaking containing the text of the proposed rule was published in the *Missouri Register* on March 1, 2001 (26 MoReg 518–519). Those sections with changes are reprinted here. This proposed rule becomes effective thirty (30) days after publication in the *Code of State Regulations*.

**Step 5.** Explanation of—

- The proposed rule publication date in the *Missouri Register* and page number where located.
- Statement that there are changes to the proposed rule.
- When the proposed rule becomes effective. After an order is published in the *Register*, it is published in the *Code of State Regulations* at the end of the same month. Thirty (30) days after that update of the *Code* is published, the rulemaking becomes effective.



# Final Order for a Proposed Rule—With Changes

Example—continued

## Step 6. SUMMARY OF COMMENTS, RESPONSES and EXPLANATION OF CHANGE.

- When comments are received concerning the proposed rulemaking, include a brief statement summarizing the comments.

OR

- If a hearing was held, the state agency must give a concise summary of the testimony and the state agency's findings with respect to the merit of any such testimony.
- Then individual **comments** are printed with a **response** to the comment. Similar comments may be summarized in one comment.
- When a **comment** results in a change, then a **response and explanation of change** will follow the comment explaining the change that will be made.



SUMMARY OF COMMENTS: The secretary of state received three (3) comments on the proposed rule.

OR

SUMMARY OF COMMENTS: A public hearing on this proposed rule was held April 7, 2001, and the public comment period ended April 17, 2001. At the public hearing, the Administrative Rules Division staff explained the new rule and three (3) comments were made.

COMMENT: John Q. Hathaway with the Division of Electronic Advancement requested that we make an electronic filing the official copy rather than paper as stated in section (4).

RESPONSE: At this time our office does not have the statutory authority to make the requested change. No changes have been made to the rule as a result of this comment.

COMMENT: Louise Marise with the Division of Logic noted that sections (7) and (8) cross-reference each other without giving us a true definition of rule or regulation.

RESPONSE AND EXPLANATION OF CHANGE: Section (8) will be changed to give a definition of rule. Section (7) will be left as is because there is no difference between a rule and regulation.

COMMENT: James Johnson with the Coalition of the Month Club requested that the publication date be redefined as the day that a subscriber receives either publication through the mail.

RESPONSE AND EXPLANATION OF CHANGE: The publication date must remain as is. However, in order to make the publication dates more understood, language will be added to section (6) stating that future publication dates will be published in the *Missouri Register*.

# *Final Order for a Proposed Rule—With Changes*

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**Step 7.** Those sections with changes are printed now.

*Example continued*

- The title of the rule in **bold** typeface.
- Include each section or subsection that has been changed since the proposed rule was published in the *Missouri Register*. This is written just as it will appear in the *Code* without **bold** typeface or brackets to show the changes.

NOTE: All text indented under the subsection must be submitted with your order.

ADDITIONAL NOTE: Normally definitions in rules are done in alphabetical order.

**Step 8.** Revised fiscal note. If there was a fiscal note with the proposed rulemaking and changes are necessary, the statement and fiscal note appear at the end of the final order of rulemaking.

## **15 CSR 30-750.001 Definitions Covering Both Painless and Painful Rulemaking**

(6) Publication date—the date on which the *Missouri Register* or *Code of State Regulations* is published. These dates may be found on the "In This Issue" page of each issue of the *Missouri Register* and on the internet at <http://www.sos.mo.gov/adrules/moreg/pubsched.asp>.

(8) Rule—as defined in section 536.010(4), RSMo 2000—is each agency statement of general applicability that implements, interprets, or prescribes law or policy, or that describes the organization, procedure, or practice requirements of any agency. This includes amendments or rescissions of existing rules. There are several exemptions to this definition and they are spelled out in section 536.010(4), RSMo 2000.

*REVISED PUBLIC COST: The cost to the department may range from zero to seven hundred forty-nine dollars (\$0–\$749) versus the less than five hundred dollars (\$500), which we submitted in the original estimate.*

# Final Order for a Proposed Rule—With Changes

## Step 9.

Paperwork Needed to File a Final Order and What You Do With It

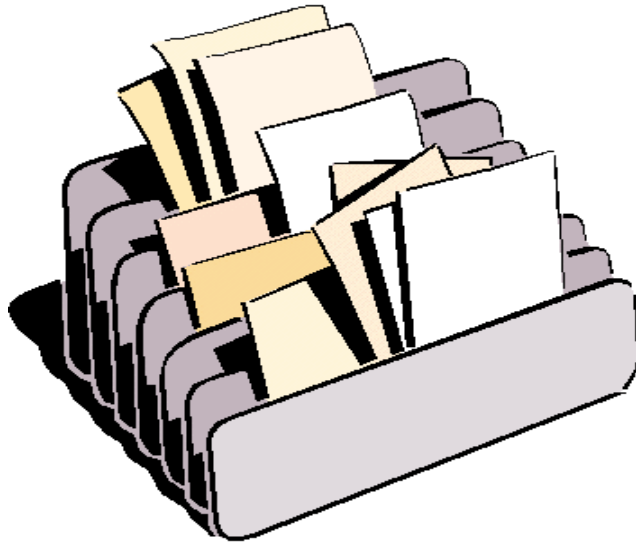
1. Fill out the rule transmittal sheet

A. This section gives information to Administrative Rules Division staff about your rule and the people in your agency who work with rules.

B. This section contains a checklist of items for filing.

C. This section describes the type of rulemaking action.

D. This section allows you to add any additional information.



## Example

MATT BLUNT  
Secretary of State  
Administrative Rules Division  
RULE TRANSMITTAL

Administrative Rules Stamp

A "SEPARATE" rule transmittal sheet **MUST** be used for EACH individual rulemaking.

A. Rule Number \_\_\_\_\_  
Diskette File Name \_\_\_\_\_  
Name of person to call with questions about this rule:  
Content \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Data entry \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Interagency mailing address \_\_\_\_\_  
Statutory Authority \_\_\_\_\_ Current RSMo date \_\_\_\_\_  
Date filed with the Joint Committee on Administrative Rules \_\_\_\_\_

### B. CHECK, IF INCLUDED:

<input type="checkbox"/> This transmittal completed	<input type="checkbox"/> Incorporation by reference materials, if any
<input type="checkbox"/> Cover letter	<input type="checkbox"/> Authority with history of the rule
<input type="checkbox"/> Affidavit	<input type="checkbox"/> Public cost
<input type="checkbox"/> Forms, number of pages _____	<input type="checkbox"/> Private cost
<input type="checkbox"/> Fiscal notes	<input type="checkbox"/> Hearing and comment period

### C. RULEMAKING ACTION TO BE TAKEN

☐ Emergency rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** include effective date \_\_\_\_\_  
☐ Proposed Rulemaking (circle one) rule, amendment, or rescission  
☐ Order of Rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** complete page 2 of this transmittal  
☐ Withdrawal (circle one) rule, amendment, rescission or emergency)  
☐ Rule action notice  
☐ In addition  
☐ Rule under consideration

### D. SPECIFIC INSTRUCTIONS: Please indicate any special instructions (e.g., publication date preference, material to be incorporated by reference, or forms included herein).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JCAR Stamp

# Final Order for a Proposed Rule—With Changes

E. If you have a specific effective date for your rule, insert that date.

NOTE: This specific date must be later than the statutory thirty (30)-day requirement.

F. For final orders, please make sure that page 2 of the transmittal sheet is also filled out. This section asks specific questions concerning the rulemaking. If more space is needed attach a separate sheet.

*Example—continued*

## RULE TRANSMITTAL (PAGE 2)

E. ORDER OF RULEMAKING: Rule Number \_\_\_\_\_

1a. Effective Date for the Order

☐ Statutory 30 days

Specific date \_\_\_\_\_

1b. Does the Order of Rulemaking contain changes to the rule text?

☐ YES

☐ NO

1c. If the answer is YES, please complete section F. If the answer is NO, **STOP** here.

F. Please provide a complete list of the changes in the rule text for the order of rulemaking, indicating the specific section, subsection, paragraph, subparagraph, part, etc., where each change is found. It is especially important to identify the parts of the rule that are being deleted in this order of rulemaking. This is not a reprinting of your order, but an explanation of what sections, subsections, etc. have been changed since the original proposed rule was filed.

NOTE: ALL changes MUST be specified here in order for those changes to be made in the rule as published in the *Missouri Register* and the *Code of State Regulations*.

Add additional sheet(s), if more space is needed.



# *Final Order for a Proposed Rule—With Changes*

---

2. Certification letter or cover letter—This letter must certify that the attached is a complete and accurate copy of the final order of rulemaking and must include the corresponding rule number. The director of the department or his/her designee must sign this letter.

*Example*

Address letter to the secretary of state

*Date:*

Matt Blunt  
Secretary of State  
Administrative Rules Division  
600 West Main Street  
Jefferson City, MO 65101

List rule number and title

Dear Secretary Blunt,

RE: *Rule Number and Title*

Certify that the attached are complete and accurate copies of the final order of rulemaking

## CERTIFICATION OF ADMINISTRATIVE RULE

I do hereby certify that the attached is an accurate and complete copy of the order of rulemaking lawfully submitted by *name of your department, board or commission* on this *date*.

Include date of filing

Statutory Authority: section(s) \_\_\_\_\_  
*your agency's statute for rulemaking*

If there are any questions regarding the content of this order of rulemaking, please contact:

*Name*

*Address*

*Phone Number*

*E-mail*

*Signature of proper authority*

*Name and title of proper authority*

*Name of department, board or commission*

Authorized signature of the department director or his/her designee, which is on file in the Office of the Secretary of State, Administrative Rules Division

### 3. Order of rulemaking.

NOTE: If you have a revised private fiscal note no affidavit is required.

### Example

# AFFIDAVIT

## REVISED PUBLIC COST

STATE OF MISSOURI )  
 ) ss.  
COUNTY OF COLE )

I, *name of person with authority, name of department, board or commission*, first being duly sworn, on my oath, state that it is my opinion that the attached revised fiscal note filed with the order of rulemaking for *number of rule* is a reasonably accurate estimate of the revised cost.

*Signature of person with authority*  
*Name of proper authority*  
*Title of proper authority*  
*Name of department, board or commission*

Subscribed and sworn to before me this \_\_\_\_\_ day of *month*,  
*year*. I am commissioned as a notary public within the County of  
*name of county*, State of Missouri, and my commission expires on  
*date*.

---

---

Notary Public

# *Final Order for a Proposed Rule—With Changes*

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The revised fiscal note.

*Example*

## **FISCAL NOTE PUBLIC COST**

### **I. RULE NUMBER**

Rule Number and Name:	
Type of Rulemaking:	

### **II. SUMMARY OF FISCAL IMPACT**

Affected Agency or Political Subdivision	Estimated Cost of Compliance in the Aggregate

### **III. WORKSHEET**

### **IV. ASSUMPTIONS**

# *Final Order for a Proposed Rule—With Changes*

---

## **Now that you have the paperwork—**

1. Make four (4) copies of all original documents.
2. Prepare packets of the original and the correct number of copies for the Joint Committee on Administrative Rules and the Office of the Secretary of State.
3. Take the original and all copies to the Joint Committee on Administrative Rules, Capitol Building, B-8, Jefferson City, Missouri. JCAR will stamp all copies and keep one (1) copy.
4. *You must wait thirty (30) days*, then bring three (3) sets (stamped original and two (2) copies) for filing to the Administrative Rules Division in Room 337 of the James C. Kirkpatrick State Information Center, 600 W. Main St., Jefferson City, Missouri.
5. Now you can relax and wait for the rulemaking to become effective.



# *Final Order for a Proposed Amendment—No Changes*

Contents of the final order of rulemaking.

*Example*

**Step 1.** Header, centered and contains the—

**Title number—NAME OF DEPARTMENT**  
**Division number—Name of Division**  
**Chapter number—Name of Chapter**

**Title 15—ELECTED OFFICIALS**  
**Division 30—Secretary of State**  
**Chapter 30—750 Painless Rulemaking**

**Step 2.** Type of rulemaking, centered

**ORDER OF RULEMAKING**

**Step 3.**

- Statement to whom authority is given
- Statutory cite of authority
- Statement of action taken on the proposed amendment.

By the authority vested in the Secretary of State under section 536.023, RSMo 2000, the secretary amends a rule as follows:

**15 CSR 30-750.003 Filing Requirements is amended.**

**Step 4.**

- Rule number and action taken in **bold** typeface.

A notice of proposed rulemaking containing the text of the proposed amendment was published in the *Missouri Register* on March 1, 2001 (26 MoReg 521). No changes have been made in the text of the proposed amendment, so it is not reprinted here. This proposed amendment becomes effective thirty (30) days after publication in the *Code of State Regulations*.

**Step 5.** Explanation of—

- The publication date of the proposed amendment in the *Missouri Register* and page number where located.
- No changes to the text of the proposed amendment.
- When the proposed amendment becomes effective. After an order is published in the *Register*, it is published in the *Code of State Regulations* at the end of the same month. Thirty (30) days after that update of the *Code* is published, the rulemaking becomes effective.

How do  
I do this?



# *Final Order for a Proposed Amendment—No Changes*

---

## **Step 6. SUMMARY OF COMMENTS.**

- If comments were received concerning the proposed rule-making include a brief statement summarizing the comments.

OR

- If a hearing was held, the state agency must give a concise summary of the testimony and the state agency's findings with respect to the merit of any such testimony.
- Then individual **comments** are printed with a **response** to the comment. Similar comments may be summarized in one comment.



- If no comments were received concerning the proposed rulemaking, a brief statement is made to that effect.

## *Example—Continued*

SUMMARY OF COMMENTS: The secretary of state received two (2) comments on the proposed amendment.

OR

SUMMARY OF COMMENTS: A public hearing on this proposed amendment was held April 7, 2001, and the public comment period ended April 17, 2001. At the public hearing, the Administrative Rules Division staff explained the proposed amendment and two (2) comments were made.

COMMENT: John J. Johnson with the Division of Unplanned Emergencies requested that we make emergency rules effective for one (1) full year.

RESPONSE: This request is outside of the curfew of the amendment change and therefore cannot be addressed at this point. Additionally, the length of emergency rules is set by statute and, therefore, beyond our control. No changes have been made to the rule as a result of this comment.

COMMENT: Mary Agnes with the Coalition for Saving the Trees From Becoming Paper League requested that we immediately stop accepting all paper filings on all rulemakings and only file through e-mail.

RESPONSE: While in the future electronic filings may become the statutorily required method of filing rules, currently, statutes require all filings be done in hard copy, that is paper form. No changes have been made to the rule as a result of this comment.

OR

SUMMARY OF COMMENTS: No comments were received.

# Final Order for a Proposed Amendment—No Changes

## Step 7.

### Paperwork Needed to File a Final Order and What You Do With It

#### 1. Fill out the rule transmittal sheet

A. This section gives information to Administrative Rules Division staff about your rule and the people in your agency who work with rules.

B. This section contains a checklist of items for filing.

C. This section describes the type of rulemaking action and dates necessary for filing.

D. This section allows you to add any additional information.



### Example

MATT BLUNT  
Secretary of State  
Administrative Rules Division  
RULE TRANSMITTAL

Administrative Rules Stamp

A "SEPARATE" rule transmittal sheet **MUST** be used for EACH individual rulemaking.

A. Rule Number \_\_\_\_\_  
Diskette File Name \_\_\_\_\_  
Name of person to call with questions about this rule:  
Content \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Data entry \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Interagency mailing address \_\_\_\_\_  
Statutory Authority \_\_\_\_\_ Current RSMo date \_\_\_\_\_  
Date filed with the Joint Committee on Administrative Rules \_\_\_\_\_

#### B. CHECK, IF INCLUDED:

<input type="checkbox"/> This transmittal completed	<input type="checkbox"/> Incorporation by reference materials, if any
<input type="checkbox"/> Cover letter	<input type="checkbox"/> Authority with history of the rule
<input type="checkbox"/> Affidavit	<input type="checkbox"/> Public cost
<input type="checkbox"/> Forms, number of pages _____	<input type="checkbox"/> Private cost
<input type="checkbox"/> Fiscal notes	<input type="checkbox"/> Hearing and comment period

#### C. RULEMAKING ACTION TO BE TAKEN

☐ Emergency rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** include effective date \_\_\_\_\_  
☐ Proposed Rulemaking (circle one) rule, amendment, or rescission  
☐ Order of Rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** complete page 2 of this transmittal  
☐ Withdrawal (circle one) rule, amendment, rescission or emergency)  
☐ Rule action notice  
☐ In addition  
☐ Rule under consideration

#### D. SPECIFIC INSTRUCTIONS: Please indicate any special instructions (e.g., publication date preference, material to be incorporated by reference, or forms included herein).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JCAR Stamp

# *Final Order for a Proposed Amendment—No Changes*

E. If you have a specific effective date for your rule, insert that date here.

NOTE: This specific effective date must be later than the statutory thirty (30)-day requirement.

NOTE: For final orders please make sure that page 2 of the rule transmittal sheet is also filled out. This page asks specific questions concerning the rulemaking. For a final order with no changes simply check the “No” box.

*Example—continued*

## **RULE TRANSMITTAL (PAGE 2)**

E. ORDER OF RULEMAKING: Rule Number \_\_\_\_\_

1a. Effective Date for the Order

☐ Statutory 30 days

Specific date \_\_\_\_\_

1b. Does the Order of Rulemaking contain changes to the rule text?

☐ YES

☐ NO

1c. If the answer is YES, please complete section F. If the answer is NO, **STOP** here.

F. Please provide a complete list of the changes in the rule text for the order of rulemaking, indicating the specific section, subsection, paragraph, subparagraph, part, etc., where each change is found. It is especially important to identify the parts of the rule that are being deleted in this order of rulemaking. This is not a reprinting of your order, but an explanation of what sections, subsections, etc. have been changed since the original proposed rule was filed.

NOTE: ALL changes MUST be specified here in order for those changes to be made in the rule as published in the *Missouri Register* and the *Code of State Regulations*.

Add additional sheet(s), if more space is needed.



# *Final Order for a Proposed Amendment—No Changes*

---

2. Certification letter or cover letter—This letter must certify that the attached is a complete and accurate copy of the final order of rulemaking and must include the corresponding rule number. The director of the department or his/her designee must sign this letter.

*Example*

*Date:*

Matt Blunt  
Secretary of State  
Administrative Rules Division  
600 West Main Street  
Jefferson City, MO 65101

Address letter to the secretary of state

List rule number and title

Dear Secretary Blunt,

Certify that the attached are complete and accurate copies of the final order of rulemaking

RE: *Rule Number and Title*

Include date of filing

## CERTIFICATION OF ADMINISTRATIVE RULE

Authorized signature of the department director or his/her designee, which is on file in the Office of the Secretary of State, Administrative Rules Division

I do hereby certify that the attached is an accurate and complete copy of the order of rulemaking lawfully submitted by *name of your department, board or commission* on ~~this~~ *date*.

Statutory Authority: section(s) \_\_\_\_\_  
*your agency's statute for rulemaking.*

3. Order of rulemaking.

If there are any questions regarding the content of this order of rulemaking, please contact:

4. If you have a revised public fiscal note you must also have an affidavit signed by the person with rulemaking authority. Signature must be on file in the Office of the Secretary of State.

*Name*

*Address*

*Phone Number*

*E-mail*

*Signature of proper authority*

*Name and title of proper authority*

*Name of department, board or commission*

NOTE: If you have a revised private fiscal note no affidavit is required.

## ***Final Order for a Proposed Amendment—No Changes***

---

Now that you have the paperwork—

1. Now that you have all original documents prepared, make four (4) copies of all documents.
2. Prepare packets of the original and correct number of copies for delivery to the Joint Committee on Administrative Rules and the Office of the Secretary of State.
3. Take the original (which you will keep) and all copies to the Joint Committee on Administrative Rules, Capitol Building, B-8, Jefferson City, Missouri. JCAR will stamp all copies and keep one (1) copy.
4. *Wait for thirty (30) days* and then bring three (3) sets (stamped original and two (2) copies) for filing to the Administrative Rules Division in Room 337 of the James Kirkpatrick State Information Center, 600 W. Main St. Jefferson City, Missouri.
5. Now you can relax and wait for the rulemaking to become effective.



# *Final Order for a Proposed Amendment—With Changes*

Contents of the final order of rulemaking.

*Example*

**Step 1.** Header, centered and contains the—

**Title number—NAME OF DEPARTMENT**

**Division number—Name of Division**

**Chapter number—Name of Chapter**

**Title 15—ELECTED OFFICIALS**

**Division 30—Secretary of State**

**Chapter 30—750 Painless Rulemaking**

**Step 2.** Type of rulemaking, centered

**ORDER OF RULEMAKING**

**Step 3.**

- Statement to whom authority is given
- Statutory cite of authority
- Statement of action taken on the proposed amendment.

By the authority vested in the Secretary of State under section 536.023, RSMo 2000, the secretary amends a rule as follows:

**Step 4.**

- Rule number and actions taken in regular typeface.

15 CSR 30-750.004 is amended.

**Step 5.** Explanation of—

- The proposed amendment publication date in the *Missouri Register* and page number where located.
- Statement that there are changes to the proposed amendment.
- When the proposed amendment becomes effective. After an order is published in the *Register*, it is published in the *Code of State Regulations* at the end of the same month. Thirty (30) days after the update of the *Code* is published, the rulemaking becomes effective.

A notice of proposed rulemaking containing the text of the proposed amendment was published in the *Missouri Register* on March 1, 2001 (26 MoReg 524-525). Those sections with changes are reprinted here. This proposed amendment becomes effective thirty (30) days after publication in the *Code of State Regulations*.

# *Final Order for a Proposed Amendment—With Changes*

## **Step 6. SUMMARY OF COMMENTS, RESPONSES and EXPLANATION OF CHANGE.**

- When comments are received concerning the proposed rulemaking, a brief statement summarizing the comments should be provided.

**OR**

- If a hearing was held, the state agency must give a concise summary of the testimony and the state agency's findings with respect to the merit of any such testimony.
- Then individual **comments** are printed with a **response** to the comment. Similar comments may be summarized in one comment.
- When a **comment** results in a change then a **response and explanation of change** will follow the comment explaining the change that will be made.



*Example—continued*

SUMMARY OF COMMENTS: The secretary of state received two (2) comments on the proposed amendment.

**OR**

SUMMARY OF COMMENTS: A public hearing on this proposed amendment was held April 7, 2001, and the public comment period ended April 17, 2001. At the public hearing, the Administrative Rules Division staff explained the proposed amendment and two (2) comments were made.

COMMENT: James Johnson with the Coalition of the Month Club requested that the effective date be made forty-five (45) days after publication in the *Code* rather than thirty (30) days after publication.

RESPONSE: The effective date is set by statute and cannot be changed without changes to the statutes.

COMMENT: Louise Marise with the Division of Logic noted that section (3) does not state that agencies can put the effective date to be later than thirty (30) days after publication if they so desire. She believes that this should be spelled out in the rule.

RESPONSE AND EXPLANATION OF CHANGE: Section (3) will be changed to add that an agency may make the effective date later than thirty (30) days after publication, if they so choose.



# *Final Order for a Proposed Amendment—With Changes*

---

*Example—continued*

**Step 7.** Those sections with changes are printed now.

- Print rule number and title in **bold** typeface.

## **15 CSR 30-750.004 Effective Date of Rulemaking**

- Include each section or subsection that has been changed since the proposed amendment was published in the *Missouri Register*. This is written just as it will appear in the *Code* without **bold** typeface or brackets to show the changes.

(3) A final order of rulemaking will be effective thirty (30) days after it is published in the *Code of State Regulations*. An agency may choose to make the rulemaking effective at a date later than thirty (30) days after publication in the *Code of State Regulations*.

NOTE: All text indicated under the subsection must be submitted with your order.

*REVISED PUBLIC COST: The cost to the department may range from zero to eight hundred fifty dollars (\$0–\$850) versus the less than five hundred dollars (\$500), which was submitted with the original proposal.*

**Step 8.** Revised fiscal note. If there was a fiscal note with the proposed rulemaking and changes are necessary, the statement and fiscal note appear at the end of the final order of rulemaking.

# Final Order for a Proposed Amendment—With Changes

## Step 9.

Paperwork Needed to File a Final Order and What You Do With It

1. Fill out the rule transmittal sheet

A. This section gives information to Administrative Rules Division staff about your rule and the people in your agency who work with rules.

B. This section contains a checklist of items for filing.

C. This section describes the type of rulemaking action and dates necessary for filing.

D. This section allows you to add any additional information.



## Example

MATT BLUNT  
Secretary of State  
Administrative Rules Division  
RULE TRANSMITTAL

Administrative Rules Stamp

A "SEPARATE" rule transmittal sheet **MUST** be used for EACH individual rulemaking.

A. Rule Number \_\_\_\_\_  
Diskette File Name \_\_\_\_\_  
Name of person to call with questions about this rule: \_\_\_\_\_  
Content \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Data entry \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Interagency mailing address \_\_\_\_\_  
Statutory Authority \_\_\_\_\_ Current RSMo date \_\_\_\_\_  
Date filed with the Joint Committee on Administrative Rules \_\_\_\_\_

### B. CHECK, IF INCLUDED:

- |   |   |
|---|---|
| <input type="checkbox"/> This transmittal completed   | <input type="checkbox"/> Incorporation by reference materials, if any |
| <input type="checkbox"/> Cover letter                 | <input type="checkbox"/> Authority with history of the rule           |
| <input type="checkbox"/> Affidavit                    | <input type="checkbox"/> Public cost                                  |
| <input type="checkbox"/> Forms, number of pages _____ | <input type="checkbox"/> Private cost                                 |
| <input type="checkbox"/> Fiscal notes                 | <input type="checkbox"/> Hearing and comment period                   |

### C. RULEMAKING ACTION TO BE TAKEN

- ☐ Emergency rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** include effective date \_\_\_\_\_
- ☐ Proposed Rulemaking (circle one) rule, amendment, or rescission
- ☐ Order of Rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** complete page 2 of this transmittal
- ☐ Withdrawal (circle one) rule, amendment, rescission or emergency)
- ☐ Rule action notice
- ☐ In addition
- ☐ Rule under consideration

D. SPECIFIC INSTRUCTIONS: Please indicate any special instructions (e.g., publication date preference, material to be incorporated by reference, or forms included herein).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JCAR Stamp

# Final Order for a Proposed Amendment—With Changes

E. If you have a specific date when your rule needs to be effective insert that date.

NOTE: This specific date must be later than the statutory thirty (30)-day requirement.

F. For final orders please make sure that page 2 of the transmittal is also filled out. This section asks specific questions concerning the rulemaking. If more space is needed, attach a separate sheet.

*Example—continued*

## RULE TRANSMITTAL (PAGE 2)

E. ORDER OF RULEMAKING: Rule Number \_\_\_\_\_

1a. Effective Date for the Order

☐ Statutory 30 days

Specific date \_\_\_\_\_

1b. Does the Order of Rulemaking contain changes to the rule text?

☐ YES

☐ NO

1c. If the answer is YES, please complete section F. If the answer is NO, **STOP** here.

F. Please provide a complete list of the changes in the rule text for the order of rulemaking, indicating the specific section, subsection, paragraph, subparagraph, part, etc., where each change is found. It is especially important to identify the parts of the rule that are being deleted in this order of rulemaking. This is not a reprinting of your order, but an explanation of what sections, subsections, etc. have been changed since the original proposed rule was filed.



NOTE: ALL changes MUST be specified here in order for those changes to be made in the rule as published in the *Missouri Register* and the *Code of State Regulations*.

Add additional sheet(s), if more space is needed.



# Final Order for a Proposed Amendment—With Changes

2. Certification letter or cover letter—This letter must certify that the attached is a complete and accurate copy of the final order of rulemaking and must include the corresponding rule number. The director of the department or his/her designee must sign this letter.

*Example*

*Date:*

Matt Blunt  
Secretary of State  
Administrative Rules Division  
600 West Main Street  
Jefferson City, MO 65101

Dear Secretary Blunt,

RE: *Rule Number and Title*

Address letter to the secretary of state

List rule number and title

## CERTIFICATION OF ADMINISTRATIVE RULE

Certify that the attached are complete and accurate copies of the final order of rulemaking

I do hereby certify that the attached is an accurate and complete copy of the order of rulemaking lawfully submitted by *name of your department, board or commission* on this *date*.

Include date of filing

Statutory Authority: section(s) \_\_\_\_\_  
*your agency's statute for rulemaking.*

If there are any questions regarding the content of this order of rulemaking, please contact:

*Name*

*Address*

*Phone Number*

*E-mail*

*Signature of proper authority*

*Name and title of proper authority*

*Name of department, board or commission*

Authorized signature of the department director or his/her designee, which is on file in the Office of the Secretary of State, Administrative Rules Division



# Final Order for a Proposed Amendment—With Changes

## 3. Order of rulemaking.

4. If you have a revised public fiscal note you must also have an affidavit signed by the person to whom rulemaking authority has been delegated. Signature must be on file in the Office of the Secretary of State.

NOTE: If you have a **revised private** fiscal **no affidavit** is required.



*Example*

## AFFIDAVIT

### REVISED PUBLIC COST

STATE OF MISSOURI )  
 ) ss.  
COUNTY OF COLE )

I, *name of person with authority, name of department, board or commission*, first being duly sworn, on my oath, state that it is my opinion that the attached revised fiscal note filed with the order of rulemaking for *number of rule* is a reasonably accurate estimate of the revised cost.

\_\_\_\_\_  
*Signature of person with authority*  
*Name of proper authority*  
*Title of proper authority*  
*Name of department, board or commission*

Subscribed and sworn to before me this \_\_\_\_\_ day of *month*, *year*. I am commissioned as a notary public within the County of *name of county*, State of Missouri, and my commission expires on *date*.

\_\_\_\_\_  
Notary Public

# *Final Order for a Proposed Amendment—With Changes*

The revised fiscal note.

*Example*

FISCAL NOTE  
PUBLIC COST



## I. RULE NUMBER

Rule Number and Name:	
Type of Rulemaking:	

## II. SUMMARY OF FISCAL IMPACT

Affected Agency or Political Subdivision	Estimated Cost of Compliance in the Aggregate

## III. WORKSHEET

## IV. ASSUMPTIONS

# *Final Order for a Proposed Amendment—With Changes*

---

Now that you have the paperwork—

1. Now that you have all original documents prepared, make four (4) copies of all documents.
2. Prepare packets of the original and the correct number of copies for delivery to the Joint Committee on Administrative Rules and the Office of the Secretary of State.
3. Take the original (which you will keep) and all copies to the Joint Committee on Administrative Rules to Capitol Building, B-8, Jefferson City, Missouri. JCAR will stamp all copies and keep one (1) copy.
4. *You must wait for thirty (30) days* and then bring three (3) sets (stamped original and two (2) copies) for filing to the Administrative Rules Division in Room 337 of the James C. Kirkpatrick State Information Center, 600 W. Main St., Jefferson City, Missouri.
5. Now you can relax and wait for the rulemaking to become effective.





# Final Order for a Proposed Rescission

Contents of the final order of rulemaking.

*Example*

**Step 1.** Header, centered and contains the—

**Title number—NAME OF DEPARTMENT**

**Division number—Name of Division**

**Chapter number—Name of Chapter**

**Title 15—ELECTED OFFICIALS**

**Division 30—Secretary of State**

**Chapter 30—750 Painless Rulemaking**

**ORDER OF RULEMAKING**

**Step 2.** Type of rulemaking, centered

**Step 3.**

- Statement to whom authority is given
- Statutory cite of authority
- Statement of action taken on the proposed rescission.

By the authority vested in the Secretary of State under section 536.023, RSMo 2000, the secretary rescinds a rule as follows:

**Step 4.**

- Rule number and action taken in **bold** typeface.

**15 CSR 30-750.005** Filing Rules by ATMS is rescinded.

**Step 5.** Explanation of—

- The publication date of the proposed rescission in the *Missouri Register* and page number where found.
- No changes to the proposed rescission.
- When the proposed rescission becomes effective. After an order is published in the *Register*, it is published in the *Code of State Regulations* at the end of the same month. Thirty (30) days after the update of the *Code* is published, the rescission becomes effective.

A notice of proposed rulemaking containing the proposed rescission was published in the *Missouri Register* on March 1, 2001 (26 MoReg 522). No changes have been made in the proposed rescission, so it is not reprinted here. This proposed rescission becomes effective thirty (30) days after publication in the *Code of State Regulations*.



# *Final Order for a Proposed Rescission*

## **Step 6. SUMMARY OF COMMENTS.**

If comments were received concerning the proposed rule-making, write a brief statement summarizing the comments.

OR

If a hearing was held, the state agency must give a concise summary of the testimony and the state agency's findings with respect to the merit of any such testimony.

Then individual **comments** are printed with a **response** to the comment. Similar comments may be summarized in one comments.

If no comments were received concerning the proposed rule-making, a brief statement is made to that effect.

## *Example*

SUMMARY OF COMMENTS: The secretary of state received two (2) comments on the proposed rescission.

OR

SUMMARY OF COMMENTS: A public hearing on this proposed rescission was held April 7, 2001, and the public comment period ended April 17, 2001. At the public hearing, the Administrative Rules Division staff explained the proposed rescission and two (2) comments were made.

RESPONSE: As a result, the secretary has decided to withdraw this rule.

COMMENT: John J. Johnson with the Division of Unplanned Emergencies stated that it was about time this rule was rescinded.

RESPONSE: We agree.

COMMENT: Mary Agnes with the Coalition for Saving the Trees From Becoming Paper League asked if there was any way to bring ATMS back.

RESPONSE: ATMS is an antiquated system that will never come back. No changes have been made to the rescission as a result of these comments.

OR

SUMMARY OF COMMENTS: No comments were received.



# Final Order for a Proposed Rescission

## Step 7.

### Paperwork Needed to File a Final Order and What You Do With It

#### 1. Fill out the rule transmittal sheet

A. This section gives information to Administrative Rules Division staff about your rule and the people in your agency who work with rules.

B. This section contains a checklist of items for filing.

C. This section describes the type of rulemaking action and dates necessary for filing.

D. This section allows you to add any additional information.

## Example

Administrative Rules Stamp

MATT BLUNT  
Secretary of State  
Administrative Rules Division  
RULE TRANSMITTAL

A "SEPARATE" rule transmittal sheet **MUST** be used for EACH individual rulemaking.

A. Rule Number \_\_\_\_\_  
Diskette File Name \_\_\_\_\_  
Name of person to call with questions about this rule: \_\_\_\_\_  
Content \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Data entry \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Interagency mailing address \_\_\_\_\_  
Statutory Authority \_\_\_\_\_ Current RSMo date \_\_\_\_\_  
Date filed with the Joint Committee on Administrative Rules \_\_\_\_\_

B. CHECK, IF INCLUDED:

<input type="checkbox"/> This transmittal completed	<input type="checkbox"/> Incorporation by reference materials, if any
<input type="checkbox"/> Cover letter	<input type="checkbox"/> Authority with history of the rule
<input type="checkbox"/> Affidavit	<input type="checkbox"/> Public cost
<input type="checkbox"/> Forms, number of pages _____	<input type="checkbox"/> Private cost
<input type="checkbox"/> Fiscal notes	<input type="checkbox"/> Hearing and comment period

C. RULEMAKING ACTION TO BE TAKEN

☐ Emergency rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** include effective date \_\_\_\_\_

☐ Proposed Rulemaking (circle one) rule, amendment, or rescission

☐ Order of Rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** complete page 2 of this transmittal

☐ Withdrawal (circle one) rule, amendment, rescission or emergency)

☐ Rule action notice

☐ In addition

☐ Rule under consideration

D. SPECIFIC INSTRUCTIONS: Please indicate any special instructions (e.g., publication date preference, material to be incorporated by reference, or forms included herein).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JCAR Stamp



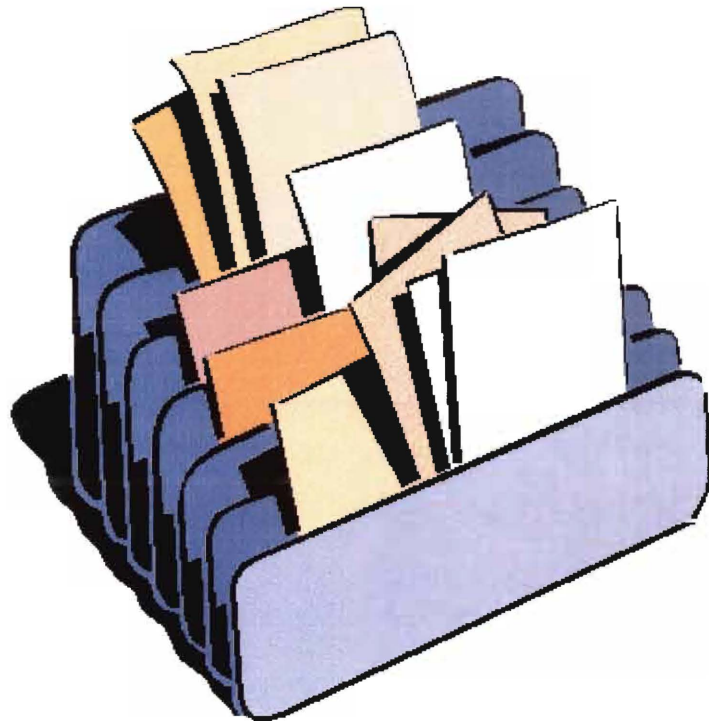


# Final Order for a Proposed Rescission

E. If you have a specific effective date for your rule, insert that date.

NOTE: This specific effective date must be later than the statutory thirty (30)-day requirement.

NOTE: For final orders please make sure that page 2 of the rule transmittal sheet is also filled out which asks specific questions concerning the rulemaking. For a final order with no changes simply check the "no" box.



*Example—continued*

## RULE TRANSMITTAL (PAGE 2)

E. ORDER OF RULEMAKING: Rule Number \_\_\_\_\_

1a. Effective Date for the Order

☐ Statutory 30 days

Specific date \_\_\_\_\_

1b. Does the Order of Rulemaking contain changes to the rule text?

☐ YES

☐ NO

1c. If the answer is YES, please complete section F. If the answer is NO, **STOP** here.

F. Please provide a complete list of the changes in the rule text for the order of rulemaking, indicating the specific section, subsection, paragraph, subparagraph, part, etc., where each change is found. It is especially important to identify the parts of the rule that are being deleted in this order of rulemaking. This is not a reprinting of your order, but an explanation of what sections, subsections, etc. have been changed since the original proposed rule was filed.

NOTE: ALL changes MUST be specified here in order for those changes to be made in the rule as published in the *Missouri Register* and the *Code of State Regulations*.

Add additional sheet(s), if more space is needed.

# *Final Order for a Proposed Rescission*

2. Certification letter or cover letter—This letter must certify that the attached is a complete and accurate copy of the final order of rulemaking and must include the corresponding rule number. The director of the department or his/her designee must sign this letter.

*Example*

*Date:*

Matt Blunt  
Secretary of State  
Administrative Rules Division  
600 West Main Street  
Jefferson City, MO 65101

Address letter to the secretary of state

Dear Secretary Blunt,

List rule number and title

RE: *Rule Number and Title*

Certify that the attached are complete and accurate copies of the final order of rulemaking

## CERTIFICATION OF ADMINISTRATIVE RULE

I do hereby certify that the attached is an accurate and complete copy of the order of rulemaking lawfully submitted by *name of your department, board or commission on this date.*

Include date of filing

Statutory Authority: section(s) \_\_\_\_\_  
*your agency's statute for rulemaking*

Authorized signature of the department director or his/her designee, which is on file in the Office of the Secretary of State, Administrative Rules Division.

If there are any questions regarding the content of this order of rulemaking, please contact:

*Name*

*Address*

*Phone Number*

*E-mail*

*Signature*

*Name and title of proper authority*

*Name of department, board or commission*

3. Order of rulemaking.





# *Final Order for a Proposed Rescission*

---

Now that you have the paperwork—

1. Now that you have all original documents prepared, make four (4) copies of all documents.
2. Prepare packets of the original and the correct number of copies for delivery to the Joint Committee on Administrative Rules and the Office of the Secretary of State.
3. Take the original (which you will keep) and all copies to the Joint Committee on Administrative Rules, Capitol Building, B-8, Jefferson City, Missouri. JCAR will stamp all copies and keep one (1) copy.
4. *You must wait for thirty (30) days* and then bring three (3) sets (stamped original and two (2) copies) for filing to the Administrative Rules Division in Room 337 of the James Kirkpatrick State Information Center, 600 W. Main St., Jefferson City, Missouri.
5. Now you can relax and wait for the rulemaking to become effective.



# Final Order for a Withdrawal

Contents of the final order of rulemaking.

*Example*

**Step 1.** Header, centered and contains the—

**Title number—NAME OF DEPARTMENT**

**Division number—Name of Division**

**Chapter number—Name of Chapter**

**Title 15—ELECTED OFFICIALS**

**Division 30—Secretary of State**

**Chapter 30—750 Painless Rulemaking**

**Step 2.** Type of rulemaking, centered

**ORDER OF RULEMAKING**

**Step 3.**

- Statement to whom authority is given
- Statutory cite of authority
- Statement of action taken on the proposed rulemaking.

**15 CSR 30-750.020** Limit on Rules File **is withdrawn.**

**Step 4.**

- Rule number and action taken in **bold** typeface

A notice of proposed rulemaking containing the text of the proposed rule was published in the *Missouri Register* on March 1, 2001 (26 MoReg 532). This proposed rule is withdrawn.

**Step 5.** Explanation of—

- The publication date of the proposed rulemaking in the *Missouri Register* and page number where located.
- Statement that the rulemaking is withdrawn.



# *Final Order for a Withdrawal*

## **Step 6. SUMMARY OF COMMENTS.**

- For a withdrawal, a general summary of comments can be given without listing all of the individual comments separately. In the summary of comments the agency needs to explain why they are withdrawing the rulemaking. After the SUMMARY OF COMMENTS there should be a RESPONSE stating that the department/division is withdrawing the rulemaking.

OR

- If a hearing was held, the state agency must give a concise summary of the testimony and the state agency's findings with respect to the merit of any such testimony. They would then need to explain why they are withdrawing the rulemaking. After the SUMMARY OF COMMENTS there should be a RESPONSE stating that the department/division is withdrawing the rulemaking.

## *Example*

SUMMARY OF COMMENTS: The secretary of state received numerous comments on this proposed rule. Most of the comments were against the rule. The comments emphasized that an agency might have to promulgate several rules at the same time due to circumstances beyond their control and that it would be unfair to the agencies to implement this rule.

RESPONSE: As a result, the secretary is withdrawing this rule-making.

OR

SUMMARY OF COMMENTS: A public hearing on this proposed rule was held April 7, 2001, and the public comment period ended April 17, 2001. At the public hearing, the Administrative Rules Division staff explained the proposed rulemaking and twenty-four (24) comments were made. Most of the comments were against the rule. The comments emphasized that an agency might have to promulgate several rules at the same time due to circumstances beyond their control and that it would be unfair to the agencies to implement this rule.

RESPONSE: As a result, the secretary is withdrawing this rule-making.





# Final Order for a Withdrawal

## Step 7.

### Paperwork Needed to File a Final Order and What You Do With It

#### 1. Fill out the rule transmittal sheet

- A. This section gives information to Administrative Rules Division staff about your rule and the people in your agency who work with rules.
- B. This section contains a checklist of items for filing.
- C. This section describes the type of rulemaking action.
- D. This section allows you to add any additional information.

NOTE: Since an order for a withdrawal effectively kills the rulemaking, page 2 of the transmittal is not necessary for a withdrawal.



## Example

MATT BLUNT  
Secretary of State  
Administrative Rules Division  
RULE TRANSMITTAL

Administrative Rules Stamp

- A "SEPARATE" rule transmittal sheet **MUST** be used for EACH individual rulemaking.
- A. Rule Number \_\_\_\_\_  
Diskette File Name \_\_\_\_\_  
Name of person to call with questions about this rule:  
Content \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Data entry \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Interagency mailing address \_\_\_\_\_  
Statutory Authority \_\_\_\_\_ Current RSMo date \_\_\_\_\_  
Date filed with the Joint Committee on Administrative Rules \_\_\_\_\_
- B. CHECK, IF INCLUDED:
- |   |   |
|---|---|
| <input type="checkbox"/> This transmittal completed   | <input type="checkbox"/> Incorporation by reference materials, if any |
| <input type="checkbox"/> Cover letter                 | <input type="checkbox"/> Authority with history of the rule           |
| <input type="checkbox"/> Affidavit                    | <input type="checkbox"/> Public cost                                  |
| <input type="checkbox"/> Forms, number of pages _____ | <input type="checkbox"/> Private cost                                 |
| <input type="checkbox"/> Fiscal notes                 | <input type="checkbox"/> Hearing and comment period                   |
- C. RULEMAKING ACTION TO BE TAKEN
- ☐ Emergency rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** include effective date \_\_\_\_\_
- ☐ Proposed Rulemaking (circle one) rule, amendment, or rescission
- ☐ Order of Rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** complete page 2 of this transmittal
- ☐ Withdrawal (circle one) rule, amendment, rescission or emergency)
- ☐ Rule action notice
- ☐ In addition
- ☐ Rule under consideration
- D. SPECIFIC INSTRUCTIONS: Please indicate any special instructions (e.g., publication date preference, material to be incorporated by reference, or forms included herein).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JCAR Stamp

# Final Order for a Withdrawal

2. Certification letter or cover letter—This letter must certify that the attached is a complete and accurate copy of the final order of rulemaking and must include the corresponding rule number. The director of the department or his/her designee must sign this letter.

Address letter to the secretary of state

List rule number and title

Certify that the attached are complete and accurate copies of the final order of rulemaking  
Include date of filing

Authorized signature of the department director or his/her designee which is on file in the Office of the Secretary of State, Administrative Rules Division

3. Order of rulemaking.



## Example

Date:

Matt Blunt  
Secretary of State  
Administrative Rules Division  
600 West Main Street  
Jefferson City, MO 65101

Dear Secretary Blunt,

RE: *Rule Number and Title*

### CERTIFICATION OF ADMINISTRATIVE RULE

I do hereby certify that the attached is an accurate and complete copy of the order of rulemaking lawfully submitted by *name of your department, board or commission on this date.*

Statutory Authority: section(s) \_\_\_\_\_  
*your agency's statute for rulemaking*

If there are any questions regarding the content of this Order of Rulemaking, please contact:

*Name*

*Address*

*Phone Number*

*E-mail*

*Signature of proper authority*

*Name and title of proper authority*

*Name of department, board or commission*

## *Final Order for a Withdrawal*

---

Now that you have the paperwork—

1. Now that you have all original documents prepared, make four (4) copies of all documents.
2. Prepare packets of the original and the correct number of copies for the Joint Committee on Administrative Rules and the Office of the Secretary of State.
3. Take the original (which you will keep) and all copies to the Joint Committee on Administrative Rules, Capitol Building, B-8, Jefferson City, Missouri. JCAR will stamp all copies and keep one (1) copy.
4. Bring three (3) sets (stamped original and two (2) copies) for filing to the Administrative Rules Division in Room 337 of the James C. Kirkpatrick State Information Center, 600 W. Main St., Jefferson City, Missouri.
5. Now you can relax and wait for the rulemaking to become effective.



# *Emergency*

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**UNDER THIS PROVISION, A RULE MAY BE MADE, AMENDED OR RESCINDED WITHOUT GOING THROUGH ALL THE NORMAL PROCEDURAL STEPS, BUT, ONLY IF THE STATE AGENCY:**

Finds immediate danger to the public health, safety or welfare requires emergency action; or  
The rule is necessary to preserve a compelling governmental interest that requires an early effective date; and  
Follows procedures best calculated to assure fairness to all interested persons and parties under the circumstances; and  
Follows procedures which comply with protections extended by the *Missouri* and *United States Constitutions*; and  
Limits the scope of such rule to the circumstances creating the required emergency action.

At the time of filing, the agency must file concurrently with the Office of the Secretary of State and the Joint Committee on Administrative Rules, the text, together with very specific facts, reasons and findings which support the agency's conclusion that they have fully complied with the requirements of section 536.025.1, RSMo 2000 (set out above); and, if the agency finds the rule is necessary to preserve a compelling governmental interest, the agency shall certify, in writing, the reasons therefore.

Emergency rules filed under the provisions of section 536.025.2(2), RSMo 2000, (best calculated to assure fairness . . . ) shall be published in the *Missouri Register*, as soon as practicable after the filing thereof. It is the responsibility of the Office of the Secretary of State to review the filing for compliance with the requirements for publication and adoption established in the statutes. In the event the Office of the Secretary of State determines such proposed material does not meet those requirements, this office, according to statutory authority, SHALL NOT PUBLISH. The secretary of state will inform the agency of his/her determination and offer a chance to either withdraw the emergency rule or have it published as a proposed rule (thus going through the normal procedural course, rather than the emergency course).

If the Joint Committee on Administrative Rules has any comments or recommendations, it will furnish those to the Administrative Rules Division and we will publish the same in the *Missouri Register*.

The Joint Committee on Administrative Rules may also refer comments and recommendations to the appropriations and budget committees of the Missouri House and Senate for further action.

Any emergency rule is subject to judicial review.



# *Emergency*

---

An emergency rule adopted under the provisions of this section shall clearly state the interval during which it will be in effect. No emergency rule shall be in effect longer than one hundred eighty (180) calendar days or thirty (30) legislative days, whichever period is longer.

Emergency rules are not renewable, nor may an agency adopt consecutive emergency rules having substantially the same effect; however, the agency may adopt an identical rule under normal rulemaking procedures.

A rule adopted under the provisions for **emergency rules** may be effective not less than ten (10) days after the filing thereof in the Office of the Secretary of State, or at such later date as specified by the rule—and may be terminated at any time by filing a final order fixing the date of termination. This final order shall also be published in the *Missouri Register* as soon as practicable.

## **Time line for emergency rules**

An emergency rule is filed with the Joint Committee on Administrative Rules and the Administrative Rules Division, Office of the Secretary of State on the same day. It may become effective as early as ten (10) days after filing or any time after that as indicated in the emergency statement and the history of the rule.

When the emergency rule becomes effective, it may remain effective for one hundred eighty (180) days. To calculate the expiration date, use a Julian day numbered calendar, add one hundred seventy-nine (179) to the day the rule becomes effective to determine the latest day it expires. The number one hundred seventy-nine (179) is used because we count the first day the rule is effective plus one hundred seventy-nine (+179) to determine the one hundred eighty (180) days. If you wish the rule to expire sooner, you may elect to choose an earlier date.

There is also a provision that allows a rule to be effective for up to thirty (30) **legislative days** if that is a longer period of time than the one hundred eighty (180) days. This would apply from approximately the end of March until the first of August. See section 536.025, RSMo 2000, for an explanation of how to count legislative days. Remember, when the thirty (30) legislative day option is selected, the rule may remain effective until sometime in either January or February if the effective date includes any legislative days in April or May of the previous legislative session. (See Calendars and Time Lines, page 5.07A.)

When determining the expiration date, check the time line to determine when your proposed rule will take effect. If necessary, you may wish to adjust the effective date in order that a gap does not occur between the end of the emergency rule and the effective date of the proposed rule.

Section 536.025.9, RSMo 2000, provides for **termination at any time** by filing an order fixing the date of such termination.



# Emergency Rule

## Contents of an Emergency Rulemaking:

*Example*

### Step 1—Check for:

Your department number and title

Your division number and title

Your chapter number and title

The individual rule number and title

**Title 15—ELECTED OFFICIALS**

**Division 30—Secretary of State**

**Chapter 750—Painless Rulemaking**

### **EMERGENCY RULE**

If you are doing a new rule, check with the Administrative Rules Division for verification of the rule number before you use that specific number.

### **15 CSR 30-750.030 Lapsed Rules Cannot Be Promulgated**

*PURPOSE: This rule clarifies that rules not filed within ninety (90) days after the public comment period expires cannot be promulgated.*

**Step 2**—Write an original purpose statement giving a brief explanation of the reasons this rule is needed.

*EMERGENCY STATEMENT: This emergency rule informs state agencies and the public that lapsed rules cannot be promulgated. This emergency rule is necessary to protect the public health, safety and welfare as some agencies may try to promulgate lapsed rules and thus leave the populace unregulated in an important field that should be regulated. As a result, the Administrative Rules Division finds an immediate danger to the public health, safety and/or welfare and a compelling governmental interest, which requires this emergency action. A proposed rule, which covers the same material, is published in this issue of the **Missouri Register**. The scope of this emergency rule is limited to the circumstances creating the emergency and complies with the protections extended in the **Missouri and United States Constitutions**. The Administrative Rules Division believes this emergency rule is fair to all interested persons and parties under the circumstances. This emergency rule was filed May 14, 2001, effective May 24, 2001 and expires November 19, 2001.*

**Step 3**—Write the Emergency Statement. It must include:

- Either an immediate danger to the public health, safety, or welfare, OR a compelling governmental interest (give a detailed explanation of the reasons)
- Procedures to assure fairness to all persons and parties
- Protections extended by the *Missouri* and *United States Constitutions*
- Be limited in scope to the emergency circumstances
- Reasons the agency is filing the rule and the consequences that would occur if an emergency rule is not enacted
- Filing date, effective date and expiration date

# Emergency Rule

---

*Example—continued*

**Step 4**—Write the text of the rule.



(1) Any proposed rule, amendment or rescission must have the final order of rulemaking for such rulemaking filed with the Administrative Rules Division of the Office of the Secretary of State within ninety (90) days of the last day of the comment period.

(2) Any proposed rule, amendment or rescission whose final order of rulemaking is filed more than ninety (90) days after the end of the comment period shall be deemed lapsed and shall not be published as a final order of rulemaking.

(3) In order to promulgate a rule that has lapsed, the entire rule-making process must be begun again.

**Step 5**—Add the authority section with the current RSMo date, followed by the filing date, effective date and expiration date. Please remember that the emergency rule is effective for ONLY one hundred eighty (180) days or thirty (30) legislative days and is NOT renewable.

*AUTHORITY: section 536.023, RSMo 2000. Emergency rule filed May 14, 2001, effective May 24, 2001, expires Nov. 19, 2001. A proposed rule covering this same material is published in this issue of the **Missouri Register**.*

# Emergency Rule

## Step 6—Prepare the rule packet:

### A. Fill out the rule transmittal sheet

- This section gives information to the Administrative Rules Division staff about your rule and the people in your agency who work with rules
- This section contains a checklist of items for filing
- This section describes the type of rulemaking action
- This section allows you to add any additional information

### Example

MATT BLUNT  
Secretary of State  
Administrative Rules Division  
RULE TRANSMITTAL

Administrative Rules Stamp

A "SEPARATE" rule transmittal sheet **MUST** be used for EACH individual rulemaking.

A. Rule Number \_\_\_\_\_  
Diskette File Name \_\_\_\_\_  
Name of person to call with questions about this rule: \_\_\_\_\_  
Content \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Data entry \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Interagency mailing address \_\_\_\_\_  
Statutory Authority \_\_\_\_\_ Current RSMo date \_\_\_\_\_  
Date filed with the Joint Committee on Administrative Rules \_\_\_\_\_

#### B. CHECK, IF INCLUDED:

<input type="checkbox"/> This transmittal completed	<input type="checkbox"/> Incorporation by reference materials, if any
<input type="checkbox"/> Cover letter	<input type="checkbox"/> Authority with history of the rule
<input type="checkbox"/> Affidavit	<input type="checkbox"/> Public cost
<input type="checkbox"/> Forms, number of pages _____	<input type="checkbox"/> Private cost
<input type="checkbox"/> Fiscal notes	<input type="checkbox"/> Hearing and comment period

#### C. RULEMAKING ACTION TO BE TAKEN

☐ Emergency rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** include effective date \_\_\_\_\_

☐ Proposed Rulemaking (circle one) rule, amendment, or rescission

☐ Order of Rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** complete page 2 of this transmittal

☐ Withdrawal (circle one) rule, amendment, rescission or emergency)

☐ Rule action notice

☐ In addition

☐ Rule under consideration

#### D. SPECIFIC INSTRUCTIONS: Please indicate any special instructions (e.g., publication date preference, material to be incorporated by reference, or forms included herein).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JCAR Stamp

# Emergency Rule

B. Certification or cover letter—This letter must certify that the attached is a complete and accurate copy of the emergency rulemaking and must include the corresponding rule number. The director of the department or his/her designee must sign this letter.

## Example

*Date:*

Matt Blunt  
Secretary of State  
Administrative Rules Division  
600 West Main Street  
Jefferson City, MO 65101

Address letter to the secretary of state

Dear Secretary Blunt,

List the rule number and title of the rule

RE: *Rule Number and Title*

### CERTIFICATION OF ADMINISTRATIVE RULE

Section 536.025.2, RSMo 2000 requires compelling governmental interest to be certified in writing

I do hereby certify that the attached is an accurate and complete copy of the emergency rule lawfully submitted by *name of your department, board or commission* on this *date*.

Rulemaking authority

I further certify that this emergency rule is supported by a compelling governmental interest, the reasons for which are stated in the emergency statement.

Name of the person Administrative Rules may call

Statutory Authority: section(s) \_\_\_\_\_  
*your agency's statute for rulemaking*

Authorized signature of the department director, or his/her designee which is on file in the Office of the Secretary of State, Administrative Rules Division.

If there are any questions regarding the content of this rule, please contact:

*Name*

*Address*

*Phone number*

*E-mail*

*Signature of proper authority*

*Name and title of proper authority*

*Name of department, board or commission*

# *Emergency Rule*

---

**Step 7**—Prepare a diskette copy of your rule formatted in Microsoft Word for the Administrative Rules staff.

**Step 8**—Filing of an emergency rule

- A. Now that you have the original documents prepared, make five (5) copies of all documents; as well as any copies you will need for your own records.
- B. Prepare packets of the original and the correct number of copies for the Joint Committee on Administrative Rules and the Office of the Secretary of State.
- C. Take the original (which you will keep) and all copies to the Joint Committee on Administrative Rules, Capitol Building, B-8, Jefferson City, Missouri. JCAR will stamp all copies and keep one (1) copy.
- D. Bring four (4) sets (stamped original and three (3) copies) for filing to the Administrative Rules Division in Room 337 of the James C. Kirkpatrick State Information Center, 600 W. Main St., Jefferson City, Missouri.



# Emergency Amendment

## Contents of an Emergency Amendment

Example

### Step 1—Check for:

- Your department number and title
- Your division number and title
- Your chapter number and title
- The individual rule number and title

Title 15—ELECTED OFFICIALS  
Division 30—Secretary of State  
Chapter 750—Painless Rulemaking

### EMERGENCY AMENDMENT

### Step 2—Write a Purpose statement giving a brief explanation of the reasons this amendment is needed.

**15 CSR 30-750.003 Filing Requirements.** The division is amending section (2).

*PURPOSE:* This amendment adds the requirement for filing a fourth copy with an emergency rulemaking.

### Step 3—Write the Emergency Statement: It must include:

- Either an immediate danger to the public health, safety, or welfare, OR a compelling governmental interest (give a detailed explanation of the reasons)
- Procedures to assure fairness to all persons and parties
- Protections extended by the *Missouri* and *United States Constitutions*
- Be limited in scope to the emergency circumstances
- Reasons the agency is filing the rule and the consequences that would occur if an emergency is not enacted
- Filing date, effective date and expiration date

*EMERGENCY STATEMENT:* This emergency amendment informs state agencies that rules filed as emergencies must have an extra copy to be properly filed with the Office of the Secretary of State. This emergency amendment is necessary to protect the public health, safety and welfare as some agencies may try to file rules without the correct amount of copies not realizing that this is could jeopardize the rulemaking process. As a result, the Administrative Rules Division finds an immediate danger to the public health, safety and/or welfare and a compelling governmental interest, which requires this emergency action. A proposed amendment, which covers the same material, is published in this issue of the **Missouri Register**. The scope of this emergency amendment is limited to the circumstances creating the emergency and complies with the protections extended in the **Missouri** and **United States Constitutions**. The Administrative Rules Division believes this emergency amendment is fair to all interested persons and parties under the circumstances. This emergency amendment was filed May 14, 2001, effective May 24, 2001 and expires November 19, 2001.

# Emergency Amendment

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Example—continued

**Step 4**—Write the text of the amendment.

NOTE: All text indented under the subsection must be submitted with your amendment.

(2) When filing an emergency rule, emergency amendment, emergency rescission or emergency termination, four (4) copies will be required for filing (three (3) copies and an original).

**Step 5**—Add the authority section with the current RSMo date, followed by the filing date, effective date and expiration date. Please remember that the emergency amendment is effective for ONLY one hundred eighty (180) or thirty (30) legislative days and is NOT renewable.

*AUTHORITY: section 536.023, RSMo 2000. Original rule filed March 25, 1997, effective Sept. 30, 1997. Emergency amendment filed May 14, 2001, effective May 24, 2001, expires Nov. 19, 2001. A proposed amendment covering this same material is published in this issue of the **Missouri Register**.*

# Emergency Amendment

## Step 6—Prepare the rule packet:

### A. Fill out the transmittal sheet

- This section gives information to the Administrative Rules Division about your amendment and the people in your agency who work with rules.
- This section contains a checklist of items for filing.
- This section describes the type of rulemaking action and dates necessary for filing.
- This section allows you to add any additional information.

### Example

MATT BLUNT  
Secretary of State  
Administrative Rules Division  
RULE TRANSMITTAL

Administrative Rules Stamp

A "SEPARATE" rule transmittal sheet **MUST** be used for EACH individual rulemaking.

A. Rule Number \_\_\_\_\_  
Diskette File Name \_\_\_\_\_  
Name of person to call with questions about this rule: \_\_\_\_\_  
Content \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Data entry \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Interagency mailing address \_\_\_\_\_  
Statutory Authority \_\_\_\_\_ Current RSMo date \_\_\_\_\_  
Date filed with the Joint Committee on Administrative Rules \_\_\_\_\_

#### B. CHECK, IF INCLUDED:

- |   |   |
|---|---|
| <input type="checkbox"/> This transmittal completed   | <input type="checkbox"/> Incorporation by reference materials, if any |
| <input type="checkbox"/> Cover letter                 | <input type="checkbox"/> Authority with history of the rule           |
| <input type="checkbox"/> Affidavit                    | <input type="checkbox"/> Public cost                                  |
| <input type="checkbox"/> Forms, number of pages _____ | <input type="checkbox"/> Private cost                                 |
| <input type="checkbox"/> Fiscal notes                 | <input type="checkbox"/> Hearing and comment period                   |

#### C. RULEMAKING ACTION TO BE TAKEN

- ☐ Emergency rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** include effective date \_\_\_\_\_
- ☐ Proposed Rulemaking (circle one) rule, amendment, or rescission
- ☐ Order of Rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** complete page 2 of this transmittal
- ☐ Withdrawal (circle one) rule, amendment, rescission or emergency)
- ☐ Rule action notice
- ☐ In addition
- ☐ Rule under consideration

#### D. SPECIFIC INSTRUCTIONS: Please indicate any special instructions (e.g., publication date preference, material to be incorporated by reference, or forms included herein).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JCAR Stamp



# Emergency Amendment

B. Certification letter or cover letter—This letter must certify that the attached is a complete and accurate copy of the emergency rulemaking and must include the corresponding rule number. The director of the department or his/her designee must sign this letter.

*Example*

Address letter

*Date:*  
Matt Blunt  
Secretary of State  
Administrative Rules Division  
600 West Main Street  
Jefferson City, MO 65101

Dear Secretary Blunt,

List the rule number and title of the rule

RE: *Rule Number and Title*

## CERTIFICATION OF ADMINISTRATIVE RULE

Section 536.025.2, RSMo requires compelling governmental interest to be certified in writing

I do hereby certify that the attached is an accurate and complete copy of the emergency amendment lawfully submitted by *name of your department, board or commission* on this *date*.

Rulemaking authority

I further certify that this emergency amendment is supported by a compelling governmental interest, the reasons for which are stated in the emergency statement.

Name of the contact person Administrative Rules Division may call

Statutory Authority: section(s) *your agency's statute for rulemaking*

If there are any questions regarding the content of this rule, please contact:

*Name*

*Address*

*Phone number*

*E-mail*

Authorized signature of the department director, or his/her designee which is on file in the Office of the Secretary of State, Administrative Rules Division.

*Signature of proper authority*

*Name and title of proper authority*

*Name of department, board or commission*

# *Emergency Amendment*

---

**Step 7**—Prepare a diskette copy of your amendment formatted in Microsoft Word for the Administrative Rules staff.

**Step 8**—Filing of an emergency amendment

- A. Now that you have the original documents prepared, make five (5) copies of all documents, as well as any copies you will need for your own records.
- B. Prepare packets of the original and the correct number of copies for the Joint Committee on Administrative Rules and the Office of the Secretary of State.
- C. Take the original (which you will keep) and all copies to the Joint Committee on Administrative Rules, Capitol Building, B-8, Jefferson City, Missouri. JCAR will stamp all copies and keep one (1) copy.
- D. Bring four (4) sets (stamped original and three (3) copies) for filing to the Administrative Rules Division in Room 337 of the James C. Kirkpatrick State Information Center, 600 W. Main St., Jefferson City, Missouri.



# Emergency Rescission

## Contents of an Emergency Rescission

Example

### Step 1—Check for:

Your department number and title

Your division number and title

Your chapter number and title

The individual rule number and title

Title 15—ELECTED OFFICIALS

Division 30—Secretary of State

Chapter 750—Painless Rulemaking

EMERGENCY RESCISSION

15 CSR 30-750.005 Filing Rules by ATMS

### Step 2—Write a Purpose statement giving a brief explanation of the reason this rule is no longer needed.

*PURPOSE: This rule is being rescinded as ATMS no longer exists.*

### Step 3—Write the Emergency Statement: It must include:

- Either an immediate danger to the public health, safety, or welfare, OR a compelling governmental interest (give a detailed explanation of the reasons)
- Procedures to assure fairness to all persons and parties
- Protections extended by the *Missouri* and *United States Constitutions*
- Be limited in scope to the emergency circumstances
- Reasons the agency is filing the rule and the consequences that would occur if an emergency is not enacted
- Filing date, effective date and expiration date.

*EMERGENCY STATEMENT: This emergency rescission informs citizens that ATMS is no longer available for use. This emergency rescission is necessary to protect the public health, safety and welfare since it is not possible to leave the populace unregulated in an important field that should be regulated. As a result, the Administrative Rules Division finds an immediate danger to the public health, safety and/or welfare and a compelling governmental interest, which requires this emergency action. A proposed rescission, which covers the same material, is published in this issue of the **Missouri Register**. The scope of this emergency rescission is limited to the circumstances creating the emergency and complies with the protections extended in the **Missouri** and **United States Constitutions**. The Administrative Rules Division believes this emergency rescission is fair to all interested persons and parties under the circumstances. This emergency rescission was filed May 14, 2001, effective May 24, 2001 and expires November 19, 2001.*

# Emergency Rescission

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## Example—continued

**Step 4**—Add the authority section as presently shown in the *Code*, followed by the filing date, effective date and expiration date. Please remember that the emergency is effective for ONLY one hundred eighty (180) days or thirty (30) legislative days and is NOT renewable.

NOTE: The history of an emergency rescission goes into the authority section of the *Code of State Regulations* but the text of the emergency rescission is not printed in the *Code of State Regulations*.

→ *AUTHORITY: section 536.023, RSMo 1984. Original rule filed July 15, 1976, effective July 25, 1976. Amended: Filed Aug. 1, 1982, effective Dec. 4, 1982. Amended: Filed Jan. 16, 1985, effective July 30, 1985. Emergency rescission filed May 14, 2001, effective May 24, 2001, expires Nov. 19, 2001. A proposed rescission covering this same material is published in this issue of the **Missouri Register**.*



# Emergency Rescission

## Step 5—Prepare the rule packet:

### A. Fill out the transmittal sheet

- This section gives information to Administrative Rules about your rule and the people in your agency who work with rules.
- This section contains a checklist of items for filing.
- This section describes the type of rulemaking action and dates necessary for filing.
- This section allows you to add any additional information.

### Example

MATT BLUNT  
Secretary of State  
Administrative Rules Division  
RULE TRANSMITTAL

Administrative Rules Stamp

A "SEPARATE" rule transmittal sheet **MUST** be used for EACH individual rulemaking.

A. Rule Number \_\_\_\_\_  
Diskette File Name \_\_\_\_\_  
Name of person to call with questions about this rule:  
Content \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Data entry \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Interagency mailing address \_\_\_\_\_  
Statutory Authority \_\_\_\_\_ Current RSMo date \_\_\_\_\_  
Date filed with the Joint Committee on Administrative Rules \_\_\_\_\_

#### B. CHECK, IF INCLUDED:

- |   |   |
|---|---|
| <input type="checkbox"/> This transmittal completed   | <input type="checkbox"/> Incorporation by reference materials, if any |
| <input type="checkbox"/> Cover letter                 | <input type="checkbox"/> Authority with history of the rule           |
| <input type="checkbox"/> Affidavit                    | <input type="checkbox"/> Public cost                                  |
| <input type="checkbox"/> Forms, number of pages _____ | <input type="checkbox"/> Private cost                                 |
| <input type="checkbox"/> Fiscal notes                 | <input type="checkbox"/> Hearing and comment period                   |

#### C. RULEMAKING ACTION TO BE TAKEN

- ☐ Emergency rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** include effective date \_\_\_\_\_
- ☐ Proposed Rulemaking (circle one) rule, amendment, or rescission
- ☐ Order of Rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** complete page 2 of this transmittal
- ☐ Withdrawal (circle one) rule, amendment, rescission or emergency)
- ☐ Rule action notice
- ☐ In addition
- ☐ Rule under consideration

#### D. SPECIFIC INSTRUCTIONS: Please indicate any special instructions (e.g., publication date preference, material to be incorporated by reference, or forms included herein).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JCAR Stamp

# Emergency Rescission

B. Certification letter or cover letter—This letter must certify that the attached is a complete and accurate copy of the emergency rescission and must include the corresponding rule number. The director of the department or his/her designee must sign this letter.

Address letter

List the rule number and title of the rule

Section 536.025.2, RSMo 2000 requires compelling governmental interest to be certified in writing

Rulemaking authority

Name of the contact person Administrative Rules may call

Authorized signature of the department director, or his/her designee which is on file in the Office of the Secretary of State, Administrative Rules Division

*Example*

*Date:*

Matt Blunt  
Secretary of State  
Administrative Rules Division  
600 West Main Street  
Jefferson City, MO 65101

Dear Secretary Blunt,

RE: *Rule Number and Title*

## CERTIFICATION OF ADMINISTRATIVE RULE

I do hereby certify that the attached is an accurate and complete copy of the emergency rescission lawfully submitted by *name of your department, board or commission* on this *date*.

I further certify that this emergency rescission is supported by a compelling governmental interest, the reasons for which are stated in the emergency statement.

Statutory Authority: section(s) \_\_\_\_\_  
*your agency's statute for rulemaking*

If there are any questions regarding the content of this rescission, please contact:

*Name*

*Address*

*Phone Number*

*E-mail*

*Signature of proper authority*

*Name and title of proper authority*

*Name of department, board or commission*

# *Emergency Rescission*

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**Step 6**—Prepare a diskette copy of your rescission formatted in Microsoft Word for the Administrative Rules staff.

**Step 7**—Filing of an emergency rescission

- A. Now that you have the original documents prepared, make five (5) copies of all documents, as well as any copies you will need for your own records.
- B. Prepare packets of the original and the correct number of copies for the Joint Committee on Administrative Rules and the Office of the Secretary of State.
- C. Take the original (which you will keep) and all copies to the Joint Committee on Administrative Rules, Capitol Building, B-8, Jefferson City, Missouri. JCAR will stamp all copies and keep one (1) copy.
- D. Bring four (4) sets (stamped original and three (3) copies) for filing to the Administrative Rules Division in Room 337 of the James C. Kirkpatrick State Information Center, 600 W. Main St., Jefferson City, Missouri.



# Emergency Termination

## Contents of an Emergency Termination

*Example*

### Step 1—Check for:

Your department number and title

Your division number and title

Your chapter number and title

**Title 15—ELECTED OFFICIALS**

**Division 30—Secretary of State**

**Chapter 750—Painless Rulemaking**

### **ORDER TERMINATING EMERGENCY AMENDMENT**

### Step 2—Write your order terminating the emergency amendment. It must include your:

- Rulemaking statute
- Date the amendment will be terminated
- Title of the rule
- Publication date and page numbers

By the authority vested in the Secretary of State under section 536.023, RSMo 2000, the secretary hereby terminates an emergency amendment effective July 30, 2001, as follows:

**15 CSR 30-750.003 Filing Requirements is terminated.**

A notice of emergency rulemaking containing the text of the emergency amendment was published in the *Missouri Register* on *date of publication* (*volume* MoReg *page number*).





# Emergency Termination

## Step 3—Prepare the rule packet:

### A. Fill out the transmittal sheet

- This section gives information to the Administrative Rules Division about your rule and the people in your agency who work with rules.
- This section contains a checklist of items for filing.
- This section describes the type of rulemaking action and dates necessary for filing.
- This section allows you to add any additional information.

### Example

MATT BLUNT  
Secretary of State  
Administrative Rules Division  
RULE TRANSMITTAL

Administrative Rules Stamp

A "SEPARATE" rule transmittal sheet **MUST** be used for EACH individual rulemaking.

A. Rule Number \_\_\_\_\_  
Diskette File Name \_\_\_\_\_  
Name of person to call with questions about this rule:  
Content \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Data entry \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Interagency mailing address \_\_\_\_\_  
Statutory Authority \_\_\_\_\_ Current RSMo date \_\_\_\_\_  
Date filed with the Joint Committee on Administrative Rules \_\_\_\_\_

#### B. CHECK, IF INCLUDED:

- |   |   |
|---|---|
| <input type="checkbox"/> This transmittal completed   | <input type="checkbox"/> Incorporation by reference materials, if any |
| <input type="checkbox"/> Cover letter                 | <input type="checkbox"/> Authority with history of the rule           |
| <input type="checkbox"/> Affidavit                    | <input type="checkbox"/> Public cost                                  |
| <input type="checkbox"/> Forms, number of pages _____ | <input type="checkbox"/> Private cost                                 |
| <input type="checkbox"/> Fiscal notes                 | <input type="checkbox"/> Hearing and comment period                   |

#### C. RULEMAKING ACTION TO BE TAKEN

- ☐ Emergency rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** include effective date \_\_\_\_\_
- ☐ Proposed Rulemaking (circle one) rule, amendment, or rescission
- ☐ Order of Rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** complete page 2 of this transmittal
- ☐ Withdrawal (circle one) rule, amendment, rescission or emergency)
- ☐ Rule action notice
- ☐ In addition
- ☐ Rule under consideration

#### D. SPECIFIC INSTRUCTIONS: Please indicate any special instructions (e.g., publication date preference, material to be incorporated by reference, or forms included herein).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JCAR Stamp

# Emergency Termination

B. Certification letter or cover letter—This letter must certify that the attached is a complete and accurate copy of the emergency rescission and must include the corresponding rule number. The director of the department or his/her designee must sign this letter.

## Example

*Date:*

Matt Blunt  
Secretary of State  
Administrative Rules Division  
600 West Main Street  
Jefferson City, MO 65101

Dear Secretary Blunt,

RE: *Rule Number and Title*

### TERMINATION OF ADMINISTRATIVE RULE

I do hereby certify that the attached is an accurate and complete copy of the emergency termination lawfully submitted by *name of your department, board or commission* on this *date*.

Statutory Authority: section(s) \_\_\_\_\_  
*your agency's statute for rulemaking.*

The department filed *rule number* on May 14, 2001, effective May 24, 2001, and wishes to terminate it on September 30, 2001.

If there are any questions regarding the termination of this rule, please contact:

*Name*

*Address*

*Phone Number*

*E-mail*

*Signature of proper authority*

*Name and title of proper authority*

*Name of department, board or commission*

Address letter

List the rule number and title of the rule

Rulemaking authority

Name of the contact person Administrative Rules Division may call

Authorized signature of the department or division director, or his/her designee to sign, which is on file in the Office of the Secretary of State, Administrative Rules Division

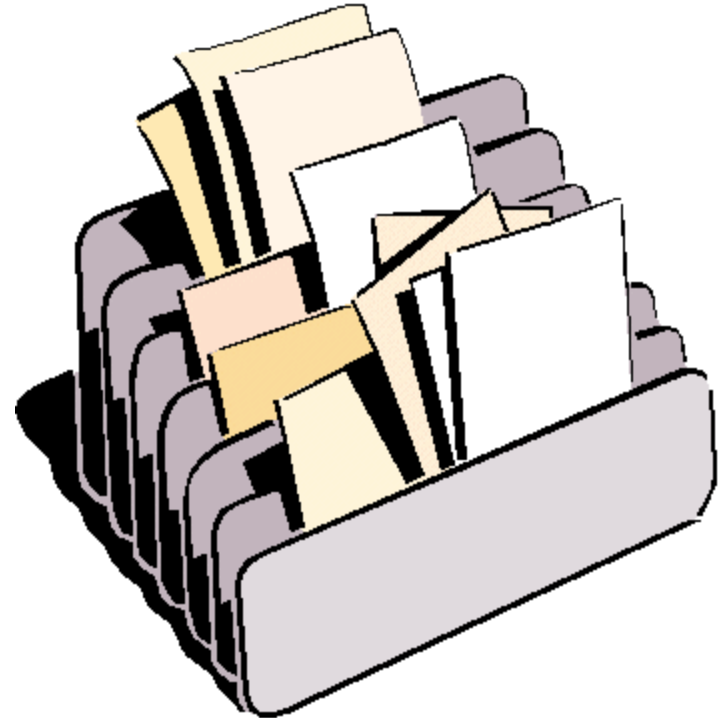
# *Emergency Termination*

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**Step 4**—Prepare a diskette copy of your termination formatted in Microsoft Word for the Administrative Rules staff.

**Step 7**—Filing of an emergency termination

- A. Now that you have the original documents prepared, make five (5) copies of all documents, as well as any copies you will need for your own records.
- B. Prepare packets of the original and the correct number of copies for the Joint Committee on Administrative Rules and the Office of the Secretary of State.
- C. Take the original (which you will keep) and all copies to the Joint Committee on Administrative Rules, Capitol Building, B-8, Jefferson City, Missouri. JCAR will stamp all copies and keep one (1) copy.
- D. Bring four (4) sets (stamped original and three (3) copies) for filing to the Administrative Rules Division in Room 337 of the James C. Kirkpatrick State Information Center, 600 W. Main St., Jefferson City, Missouri.



# ***Practical Tips for Rule Drafters***



# Definitions



**Administrative Rules Division**—Administrative Rules Division of the Office of the Secretary of State, located in Room 337, James C. Kirkpatrick State Information Center, Room 337, 600 W. Main, Jefferson City, MO 65101 or PO Box 1767, Jefferson City, MO 65102. The Administrative Rules Division is the publisher of the *Missouri Register* and the *Code of State Regulations*.

**Affidavit**—Statement affirming cost of proposed rulemaking or accuracy of fiscal note signed by your department director, or the person to whom authority for rulemaking has been delegated.

**Authority section**—Paragraph following text of the rule showing section number(s) and latest revision date of *Revised Statutes of Missouri* that provides the authority for making that rule. Following this number(s) is a history of the filed and effective dates for the original rule and all of its amendments.

**Copies**—Exact set of copies (i.e., Xerox copies) of each page in the original. For proposed rulemakings include transmittal, cover letter, affidavit, rule text, and fiscal notes and forms, if applicable. Orders of rulemaking include transmittal with second page provided, cover letter and text of final

order (not text of proposed rule or amendment). Emergency rules include transmittal, cover letter and text of emergency rule.

**Cover letter or certification letter**—Letter naming the rule number and type of rule and stating the completeness and accuracy of the rule, signed by the person with rulemaking authority for your department/division. One (1) cover letter may serve for several rules, but each rule number must appear on the cover letter and a copy goes with each set for each rule. Please **highlight** the rule number on the original for each rule with which it is included.

**Designated signer**—Persons authorized by the director of your department to sign affidavits, fiscal notes and cover letters. An original letter signed by the director and designated signer(s) must be on file in the Administrative Rules Division.

**Economic impact on small business**—Executive Order 96-18 states that “No department or agency shall transmit a proposed rule to the secretary of state after December 1, 1996, unless it has determined whether such proposed rule will have a direct economic impact on small businesses of five hundred dollars (\$500) or more in the aggregate.” Small businesses are defined as independently owned and operated businesses having fifty (50) or fewer full-time employees. “The department or agency shall certify in the transmittal letter to the Secretary of State that it has been determined that such proposed rule will or will not have an economic impact on small businesses.” This provision does not apply to emergency rules, “where the rule is federally mandated, or where the rule substantially codifies existing federal or state law.”

# Definitions

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**Effective date**—The date set by statutes when a rule becomes effective. Normally, the effective date of a rule is thirty (30) days after publication in the *Code of State Regulations* (CSR). An agency may choose a later date.

**Filing**—Taking originals and copies of rules to Administrative Rules Division and/or copies of rules to Joint Committee on Administrative Rules.

**Fiscal Note**—Calculation and description of costs for proposed rulemaking when it is expected to exceed five hundred dollars (\$500). These are to be done on forms provided in the rule manual, formatted in Microsoft Word.

**GPO Style Manual**—The *United States Government Printing Office Style Manual 2000* is used for questions of style in the *Code of State Regulations* and *Missouri Register*. This is available on the Internet at the following address:  
<http://www.access.gpo.gov/styleman/2000/browse-sm-00.html>.

**Joint Committee on Administrative Rules (JCAR)**—Joint membership (both Houses) committee of the legislature that consists of five (5) members of the Senate and five (5) members of the Missouri House of Representatives. The senate members of the committee are appointed by the President pro tem of the senate and the house members by the Speaker of the House. JCAR is located in Room B-8, State Capitol Building, Jefferson City, Missouri.

**Julian Day Number Calendar**—A calendar which has each day of the year numbered from 1 to 365 (or 366 in a leap year).

**Legislative Days**—For purposes of emergency rules which may be effective for up to thirty (30) legislative days the definition is in section 536.025.7, RSMo 2000—“A rule adopted under the provisions of this section shall clearly state the interval during which it will be in effect. Emergency rules shall not be in effect for a period exceeding one hundred eighty (180) calendar days or thirty (30) legislative days, whichever period is longer. For the purposes of this section, a “legislative day” is each Monday, Tuesday, Wednesday and Thursday beginning the first Wednesday after the first Monday in January and ending the first Friday after the second Monday in May, regardless of whether the legislature meets.”

**Numbers in Rules**—Use the *GPO Style Manual* instructions for using numbers in legal documents. This is included in section 12.18 and it tells us to follow spelled out numbers with numerals in parentheses. Ex: ten dollars (\$10). See at <http://www.access.gpo.gov/styleman/2000/browse-sm-00.html>.

**Original**—The first set of your rule materials, including cover letters and affidavits signed in ink.

**Packet**—Set of rules to be filed, including one (1) complete set of originals, and applicable number of copies and a diskette with text of rule.

**Promulgate**—To make known or publicly announce the terms of (a proposed rule or law).

**Public hearing**—An open meeting with time and place designated for the agency to hear discussion on a proposed rulemaking. The announcement of time and place for public hearing must be published in the *Missouri Register* at the same time as the proposed rulemaking. When there is to be a hearing, it must be at least thirty (30) days after the publication date of the proposed rulemaking.

# *Definitions*

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**Publisher's note**—A note written by the Office of the Secretary of State providing additional information about a rule.

**Purpose section**—A short description of the reason for a rule. An amendment has a purpose that only describes the reason for the amendment and does not go to the permanent rulemaking.

**Takings analysis**—Executive Order 93-13 directs each agency doing a proposed rulemaking to do a “takings analysis” to evaluate whether the rule constitutes a taking of real property. And, further, “No department or agency shall transmit a proposed rule or regulation to the Secretary of State” until such an analysis has occurred. A takings analysis is **not** required when the rule is federally mandated, or if the rule substantially codifies existing federal or state law.

**Transmittal**—Cover sheet for each rule with number of rule and type of rule provided.





## *Rule Numbering*

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*Question: I'm writing a rule, now how do I number it?*

**Answer: Ask the Administrative Rules Division of the Office of the Secretary of State and we can assist you with selecting the appropriate rule number.**

The Secretary of State's Office is responsible for the numbering of all rules (section 536.023, RSMo 2000). Basically the rule number is determined by what agency you are with, the division in that agency and the subject the rule will cover. A Codification Sheet showing the major rule number divisions for state agencies is at the end of this section (see page 5.02C).

For instance, if your agency has written a new rule on wooden duck toys, it would make sense that the rule goes in your chapter that already exists on wooden toys. Now, if you had a new rule on metal toy soldiers and there was no chapter on metal toys, you would probably want a new chapter on metal toys. *The main thing to remember when trying to establish rule numbers, is where would the rule be located within your rules logically?*

### **Some rules about rule numbers.**

A rule number can only be used once. Once a rule number has been used for a rule, the same rule number cannot be used for another rule with a different subject. For instance, you wrote a rule **15 CSR 30-995.030 Wooden Duck Toys**. Two (2) years later you rescinded this rule, as it was no longer necessary to have a rule on wooden duck toys. Now you have determined you need a rule on metal toy soldiers and so you write the new rule but you cannot give it the number **15 CSR 30-995.030 Metal Toy Soldiers**. This rule would require another rule number because it has a different subject matter than the rule that originally contained this number.

Instead you assign the new rule number **15 CSR 30-995.050 Metal Toy Soldiers**, using a rule number that has not been used before, as this is your first rule on metal toy soldiers. In an effort to further clarify, rather than complicate, let's assume you later decided you needed a rule on wooden duck toys again. You could use **15 CSR 30-995.030** for this rule since it is the same subject matter. You would, however, need to make sure that you include the history in your authority section from the original rule.

Leave room in your chapters for expansion of rules. Let's say you have a new chapter **15 CSR 30-997** and you have ten (10) new rules. If you number the rules 15 CSR 30-997.001 through 15 CSR 30-997.010 that works for now. However, next year if you should want to come back and add a new rule and want to put it between rule 15 CSR 30-997.003 and 15 CSR 30-997.004, you have no place to put it. So, in the beginning, it would be better to allow for space between your rule numbers. For example, assign rule numbers in increments of ten (10)—15 CSR 30-997.010, 15 CSR 30-997.020, etc. This way, you should have room to add rules between numbers in the future should the need to do so arise.

# *How to Cite Rules and RSMo*

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## **RULES**

The rules are codified in the *Code of State Regulations* in this system—

<b>Title</b>	<b>CSR</b>	<b>Division</b>	<b>Chapter</b>	<b>Rule</b>
25		15-	5	.025
Department	<i>Code of State Regulations</i>	Agency Division Name	General subject area regulated	Specific subject area regulated

and should be cited in this manner: 25 CSR 15-5.025.

Each department of state government is assigned a title. Each agency or division in the department is assigned a division number. The agency then groups its rules into general subject matter areas called chapters and specific areas called rules. Within a rule, the first breakdown is called a section and is designated as (1). Subsection is (A) with further breakdown into paragraphs 1., subparagraphs A., parts (I), subparts (a), items I. and subitems a.

The rule is properly cited by using the full citation, for example, 25 CSR 15-5.025 NOT Rule 15-5.025.

## **STATUTES**

Citations of RSMo are to the *Missouri Revised Statutes* as of the date indicated. The citation for those sections of the statutes would be cited as section 536.010, RSMo 2000 or Chapter 536, RSMo 2000.

# *Codification Sheet for the Code of State Regulations*

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## **Title 1—Office of Administration**

- 10 Commissioner of Administration
- 15 Administrative Hearing Commission
- 20 Personnel Advisory Board and Division of Personnel
- 30 Design and Construction
- 35 Division of Facilities Management
- 40 Purchasing and Materials Management
- 50 Missouri Ethics Commission

## **Title 2—Department of Agriculture**

- 10 Market Development
- 15 Agricultural Experiment Station
- 20 Administrative Services
- 30 Animal Health
- 40 Audits and Compliance
- 50 Fairs
- 60 Grain Inspection and Warehousing
- 70 Plant Industries
- 80 State Milk Board
- 90 Weights and Measures
- 100 Missouri Agricultural and Small Business Development Authority
- 110 Office of the Director

## **Title 3—Department of Conservation**

- 10 Conservation Commission

## **Title 4—Department of Economic Development**

- 10 Missouri State Board of Accountancy
- 20 Administrative Hearing Commission
- 25 Administrative Services
- 30 Missouri Board for Architects, Professional Engineers and Professional Land Surveyors
- 40 Office of Athletics
- 50 State Banking Board
- 60 State Board of Barber Examiners
- 65 Endowed Care Cemeteries
- 70 State Board of Chiropractic Examiners
- 80 Economic Development Programs
- 85 Division of Community and Economic Development
- 90 State Board of Cosmetology

## **Title 4—Department of Economic Development—continued**

- 95 Committee for Professional Counselors
- 100 Division of Credit Unions
- 105 Credit Union Commission
- 110 Missouri Dental Board
- 115 State Committee of Dietitians
- 120 State Board of Embalmers and Funeral Directors
- 130 State Environmental Improvement and Energy Resources Authority
- 140 Division of Finance
- 145 Missouri Board of Geologist Registration
- 150 State Board of Registration for the Healing Arts
- 155 Office of Health Care Providers
- 160 Council for Hearing Aid Dealers and Fitters
- 165 Board of Examiners for Hearing Instrument Specialists
- 170 Missouri Housing Development Commission
- 180 Missouri Commission on Human Rights
- 190 Division of Insurance
- 193 Interior Design Council
- 195 Division of Workforce Development
- 196 Landscape Architectural Council
- 197 Board of Therapeutic Massage
- 198 Motor Vehicle Commission
- 200 State Board of Nursing
- 205 Missouri Board of Occupational Therapy
- 210 State Board of Optometry
- 220 State Board of Pharmacy
- 230 State Board of Podiatric Medicine
- 231 Division of Professional Registration
- 232 Missouri State Committee of Interpreters
- 233 State Committee of Marital and Family Therapists
- 235 State Committee of Psychologists
- 240 Public Service Commission
- 245 Real Estate Appraisers
- 250 Missouri Real Estate Commission
- 255 Missouri Board for Respiratory Care
- 260 Division of Savings and Loan Supervision
- 263 State Committee for Social Workers

# *Codification Sheet for the Code of State Regulations*

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## **Title 4—Department of Economic Development—continued**

- 265 Division of Motor Carrier and Railroad Safety
- 270 Missouri Veterinary Medical Board

## **Title 5—Department of Elementary and Secondary Education**

- 10 Commissioner of Education
- 20 Deputy Commissioner
- 30 Division of School Services
- 40 Administration—School Services
- 50 Division of Instruction
- 60 Vocational and Adult Education
- 70 Special Education
- 80 Urban and Teacher Education
- 90 Vocational Rehabilitation
- 100 Missouri Commission for the Deaf

## **Title 6—Department of Higher Education**

- 10 Commissioner of Higher Education
- 20 State Library
- 25 Central Missouri State University
- 250 University of Missouri

## **Title 7—Department of Transportation**

- 10 Missouri Highways and Transportation Commission

## **Title 8—Department of Labor and Industrial Relations**

- 5 Administration
- 10 Division of Employment Security
- 20 Labor and Industrial Relations Commission
- 30 Division of Labor Standards
- 40 State Board of Mediation
- 50 Workers' Compensation
- 60 Missouri Commission on Human Rights
- 70 Missouri Assistive Technology Advisory Council

## **Title 9—Department of Mental Health**

- 10 Director, Department of Mental Health
- 20 Division of Alcohol and Drug Abuse
- 25 Fiscal Management
- 30 Certification Standards
- 40 Licensing Rules
- 45 Division of Mental Retardation and Developmental Disabilities

## **Title 9—Department of Mental Health—continued**

- 50 Admission Criteria
- 60 Research
- 70 Financial Assistance
- 80 Division of Comprehensive Psychiatric Services

## **Title 10—Department of Natural Resources**

- 1 Director's Office
- 10 Air Conservation Commission
- 20 Clean Water Commission
- 22 Dam and Reservoir Safety Council
- 23 Division of Geology and Land Survey
- 24 Hazardous Substance Emergency Response Office
- 25 Hazardous Waste Management Commission
- 30 Land Survey
- 40 Land Reclamation Commission
- 45 Metallic Minerals Waste Management
- 50 Oil and Gas Council
- 60 Public Drinking Water Program
- 70 Soil and Water Districts Commission
- 80 Solid Waste Management
- 90 State Parks
- 100 Petroleum Storage Tank Insurance Fund Board of Trustees
- 130 State Environmental Improvement and Energy Resources Authority
- 140 Division of Energy

## **Title 11—Department of Public Safety**

- 10 Adjutant General
- 30 Office of the Director
- 40 Division of Fire Safety
- 45 Missouri Gaming Commission
- 50 Missouri State Highway Patrol
- 60 Division of Highway Safety
- 70 Division of Liquor Control
- 75 Peace Officer Standards and Training Program
- 80 Missouri State Water Patrol
- 85 Veterans' Affairs

# *Codification Sheet for the Code of State Regulations*

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## **Title 12—Department of Revenue**

- 10 Director of Revenue
- 20 Highway Reciprocity Commission
- 30 State Tax Commission
- 40 State Lottery
- 50 Missouri Horse Racing Commission
- 60 Motor Vehicle Commission

## **Title 13—Department of Social Services**

- 15 Division of Aging
- 20 Division of Corrections
- 30 Child Support Enforcement
- 40 Division of Family Services
- 45 Division of Legal Services
- 50 Division of Health
- 60 State Health Planning and Development
- 70 Division of Medical Services
- 73 Missouri Board of Nursing Home Administrators
- 80 State Board of Probation and Parole
- 100 Veterans' Affairs
- 110 Division of Youth Services

## **Title 14—Department of Corrections**

- 10 Director
- 20 Division of Adult Institutions
- 80 State Board of Probation and Parole

## **Title 15—Elected Officials**

- 10 Governor
- 20 Lieutenant Governor
- 30 Secretary of State
- 40 State Auditor
- 50 Treasurer
- 60 Attorney General

## **Title 16—Retirement Systems**

- 10 The Public School Retirement System of Missouri
- 20 Missouri Local Government Employees' Retirement System (LAGERS)
- 30 Missouri State Employees' Retirement System

## **Title 16—Retirement Systems—continued**

- 40 Highway and Transportation Employees and Highway Patrol Retirement System
- 50 The County Employees' Retirement Fund

## **Title 17—Boards of Police Commissioners**

- 10 Kansas City Board of Police Commissioners
- 20 St. Louis Board of Police Commissioners

## **Title 18—Public Defender Commission**

- 10 Office of State Public Defender

## **Title 19—Department of Health**

- 10 Office of the Director
- 20 Division of Environmental Health and Communicable Disease Prevention
- 25 Division of Administration
- 30 Division of Health Standards and Licensure
- 40 Division of Maternal, Child and Family Health
- 50 Division of Injury Prevention, Head Injury Rehabilitation and Local Health Services
- 60 Missouri Health Facilities Review Committee
- 70 Division of Chronic Disease Prevention and Health Promotion
- 80 State Cancer Center

## **Title 20—Department of Insurance**

- 10 General Administration
- 100 Division of Consumer Affairs
- 200 Financial Examination
- 300 Market Conduct Examinations
- 400 Life, Annuities and Health
- 500 Property and Casualty
- 600 Statistical Reporting
- 700 Licensing
- 800 General Counsel

## **Title 21—Missouri Family Trust**

- 10 Director and Board of Trustees

## **Title 22—Missouri Consolidated Health Care Plan**

- 10 Health Care Plan

## ***Incorporated by Reference and Included Herein***

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There has been confusion about the policy as to the use of the term “incorporated by reference.” The following is the policy adopted by the Administrative Rules Division, Office of Secretary of State Matt Blunt:

When we **do not** include a form or other material, or **do not** publish the form or other material, **but** it is considered a part of the rule, and is referred to in the rule, we will use the term “incorporated by reference.” Please file a copy of these reference materials when filing the rule and retain a copy on file at your agency. This will meet the requirements of sections 536.021.2(3) and 536.031.4, to make this material available at both the Office of the Secretary of State and the office of the adopting state agency.

When the form or other material **is** included, and **is** considered a part of the rule and **we do publish** the form or other material, we will state that the form or other material is “included herein.”

Finally, the text of the rule should **not** be divided by other language that is not a part of the rule. Therefore, whether we are utilizing “included herein” and publishing the forms or other material as a part of the rule, or, we are using “incorporated by reference” (not publishing the forms or other material), this is considered part of the rule and should appear **before** the authority section.

# Annotations

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Sometimes rules can cause controversy, which may lead to entire rules or parts of rules being challenged in court. In some instances, a court may declare that part, or all, of a rule is invalid, or, may find that part or all of the rule is valid.

When this occurs, an agency may want to add an explanation of the case to the published rule in the *Code of State Regulations*. Additionally, a note about a case involving the subject matter covered, as well as an attorney general's opinion, about a particular subject, may be added. This annotation may be added to the rule as published in the *Code of State Regulations*.

The agency should submit the annotation when they file their rulemaking with the Office of the Secretary of State. The annotations will *not* be published in the *Missouri Register*, but will be published in the *Code of State Regulations*.

The *Code of State Regulations* is not fully annotated. Only annotations submitted by the agencies or the courts to the Office of the Secretary of State are published in the *Code of State Regulations*. There may be additional court cases, opinions and other such material about particular rule subjects that are not included in the *Code of State Regulations*.



## *What is the Difference Between a Statute and a Rule?*

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Statutes are laws approved by the Missouri General Assembly and usually by the governor. They are based on constitutional authority granted to the legislature to establish policies and approved by a majority of the house and senate. The statutes, or the laws passed by the legislature, are published in the *Revised Statutes of Missouri*. Statutes may be created and amended each year by the legislature. Following each session the *Revised Statutes of Missouri* are updated and republished by the Joint Committee on Legislative Research, usually by adding a supplement with new and amended statutes.

The executive branch of state government promulgates rules. The executive branch includes elected officials—governor, lieutenant governor, secretary of state, attorney general, state treasurer and state auditor. Also included in this branch under the administration of the governor's office are all the various state agencies, such as; the Department of Transportation, Department of Elementary and Secondary Education, Department of Conservation, Department of Public Safety, etc.

These elected officials and state agencies have rulemaking authority granted both constitutionally and by legislative statutes. Once the executive entities have been granted rulemaking authority, they have the right to create rules to establish policy and procedure for carrying out their functions. Once effective, these rules have the force and effect of law.

# *The Dos and Don'ts of Moving Rules*

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*Question: I have a rule that I want to move, may I move it to another place in the Code?*

**Answer: Maybe yes, maybe no. First, we need to find out why you want to move the rule, and where you wish to move it.**

**Sometimes rules must be moved because a division is transferred from one state agency to another. In these cases, rules can be moved. Sometimes divisions reorganize and this can also result in a need to move rules.**

**The best way to move a rule is by amending it.** When you amend a rule to move it, not only can you change the rule number, but you can also amend any references inside the rule that refers to old rule numbers or statutes that might have changed as a result of reorganization. A reference to the original rule number is added to the history of the rule.

**A rule may also be moved by rescinding the old rule and readopting a new rule in a different location.** This situation can occur when divisions move to new state agencies and their responsibilities are increased or decreased. The old rule's history stays with the old rule. However, a notice is usually included in the new rule's authority section stating that *material covered in this rule was previously contained in (insert old rule number)*.

**In certain circumstances, rules may be moved through an In Addition in the *Missouri Register*.** Rules moved in this fashion can only have the rule numbers changed and cannot correct any old references within the body of the rule. Thus, this is not the preferred method for moving rules. To correct any outdated references in the rule, a proposed amendment through the normal rule-making process must be completed. A reference to the original rule number is added to the history of the rule.

# *Time Line for Publishing Administrative Rules*

The publication schedule for the *Register* and the *Code* is published near the bottom of the contents page of the *Missouri Register* and on the Internet at <http://www.sos.mo.gov/adrules/moreg/pubsched.asp>. This shows when a particular filing will be published and, when a final order becomes effective after publication.

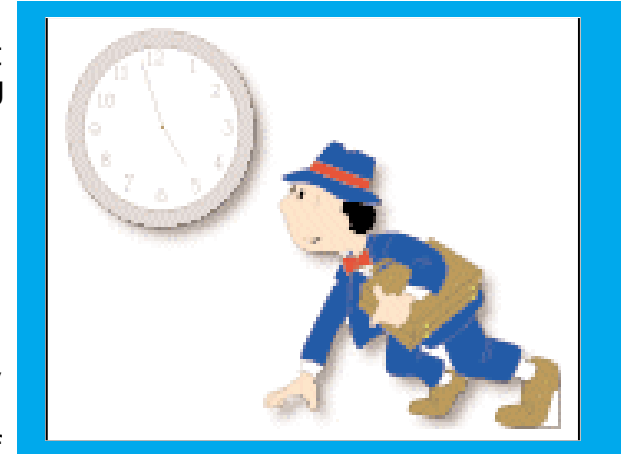
A proposed rule, proposed amendment, or proposed rescission must have one (1) copy filed with the Joint Committee on Administrative Rules in Room B-8, Capitol Building, Jefferson City, Missouri **on the same day** as it is filed with the Office of the Secretary of State, Administrative Rules Division, in Room 337, James C. Kirkpatrick State Information Center, 600 West Main, Jefferson City, Missouri.

A proposed rule, proposed amendment, or proposed rescission must have at least a thirty (30)-day comment period following the publication date. Likewise, if the rule is to have a public hearing, it must be scheduled at least thirty (30) days after the publication date of the proposed rule or amendment.

Once this thirty (30)-day comment period or hearing date has passed, then you have ninety (90) days to act on the proposed rule by filing a final order. The final order may either adopt the proposed rulemaking or withdraw it. In the case of adoption, a copy of the final order must be filed with the Joint Committee on Administrative Rules in Room B-8, of the Capitol Building, Jefferson City, Missouri **thirty (30) days before filing** with the Administrative Rules Division, Office of the Secretary of State, Room 337, James C. Kirkpatrick State Information Center, 600 West Main St., Jefferson City, Missouri. This order is first published in the *Missouri Register*, then in the *Code of State Regulations*. It may become effective thirty (30) days after publication in the *Code of State Regulations*. Withdrawals are filed concurrently with the Joint Committee on Administrative Rules and the Office of the Secretary of State, Administrative Rules Division.

**Example:** A proposed rule is filed with the Joint Committee on Administrative Rules and the Office of the Secretary of State, Administrative Rules Division, on May 1. This rule is published in the June 1 issue of the *Missouri Register*. The thirty (30) days for receiving comments following June 1 ends on July 1. A copy of the final order may be filed with the Joint Committee on Administrative Rules, Room B-8, Capitol Building, Jefferson City, Missouri on July 2. The same order is filed with the Administrative Rules Division at the Secretary of State's office on August 1, which is the first day, after the required thirty (30)-day review period for the Joint Committee on Administrative Rules. The order filed with the Administrative Rules Division is then published in the September 4 *Missouri Register*. The final form of the rule is then published in the September 30 update to the *Code of State Regulations*. The rule becomes effective thirty (30) days following publication in the *Code*, which is October 30.

The publication schedule for *Register* and *Code* is published near the bottom of the contents page of the *Missouri Register* and on the Internet at <http://www.sos.mo.gov/adrules/moreg/pubsched.asp>.

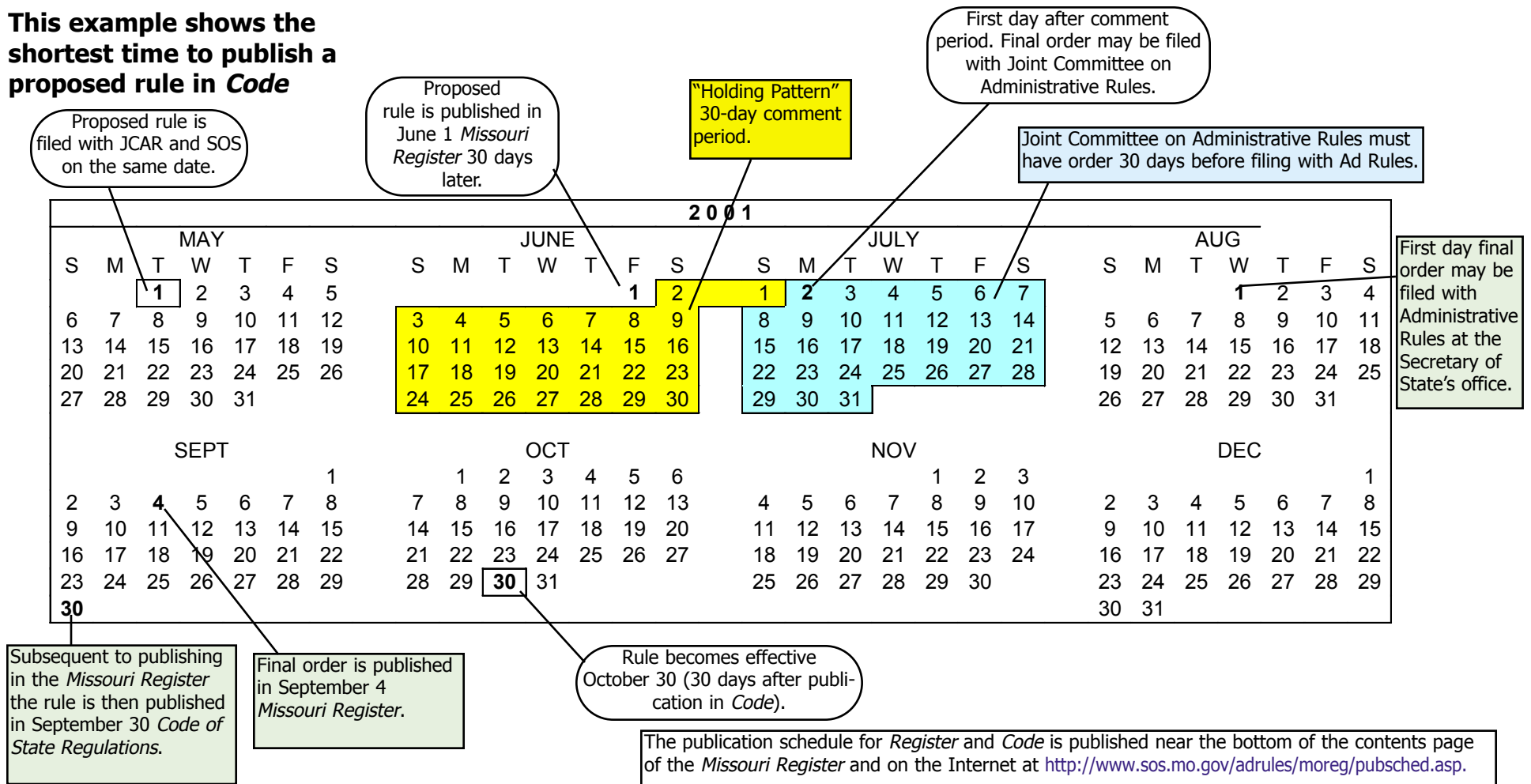


# Time Line for Publishing Administrative Rules

## Calendar

How your rule goes from proposed rule in *Register* to final rule in *Code of State Regulations*

This example shows the shortest time to publish a proposed rule in *Code*



## *Time Line for Publishing Administrative Rules*

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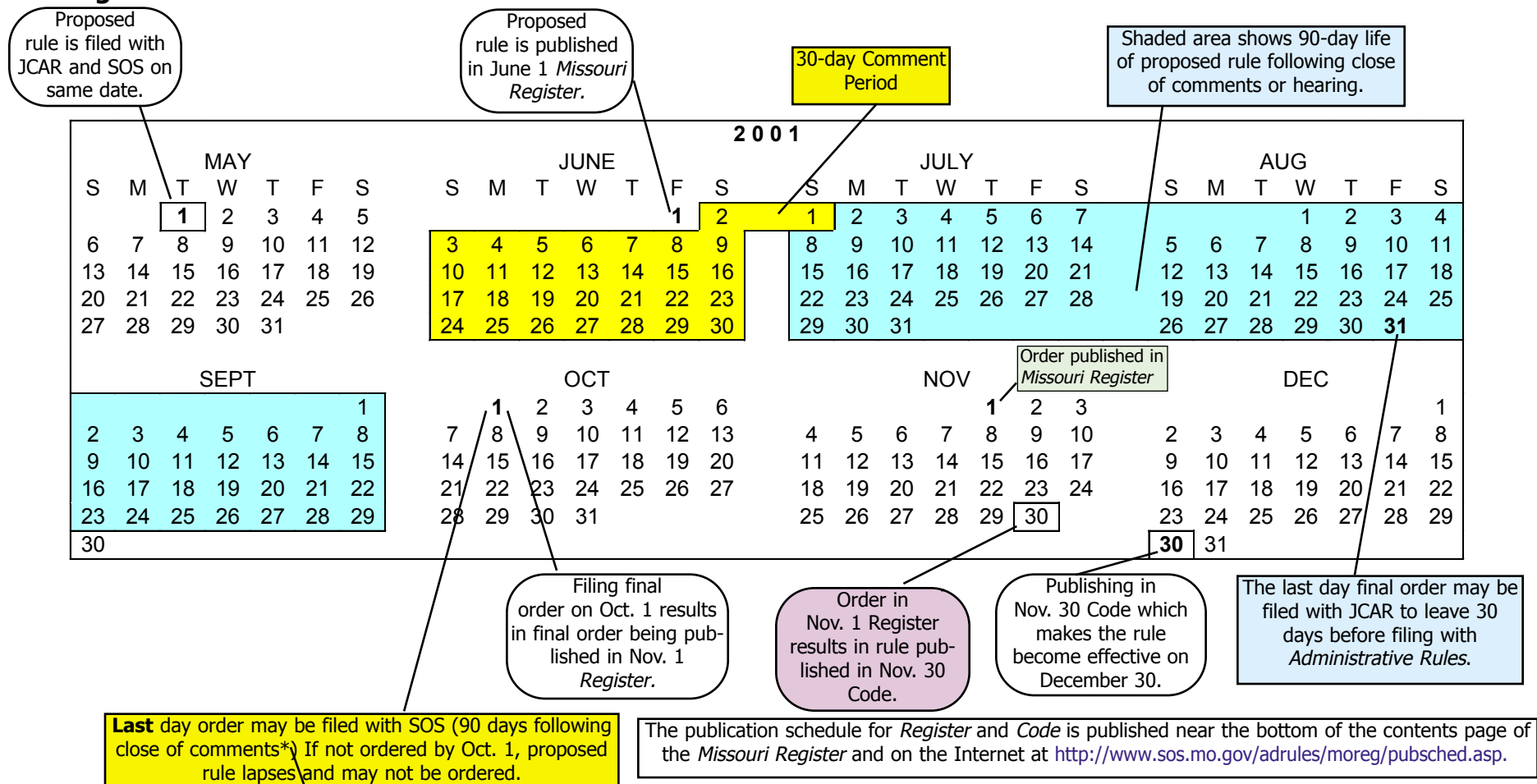
The previous example shows approximately the shortest time it takes from the original filing until a rule becomes effective, or, about six (6) months. It can take up to seven (7) or eight (8) months if the entire ninety (90) days in the life of the proposed rule is utilized. If the deadlines in the *Missouri Register* schedule are not followed, extra time is added between filing and publishing. In our example, if the proposed rule had been filed on May 2 instead of May 1, it would have moved the publication date in the *Missouri Register* to June 15. If the final order had been filed with the Administrative Rules Division on August 16, the order would have been published in the October 1 *Missouri Register* and then published in the October 31 update of the *Code of State Regulations*, giving an effective date of November 30.

Hint: Use a Julian day number calendar to calculate the various thirty (30)- or ninety (90)-day periods. Just add thirty (30) or ninety (90) to the number of the day before the period starts, the sum will equal the ending date of the period.

# Time Line for Publishing Administrative Rules

## Calendar

This example shows the longest time that can be taken to get the same rule in *Code*



## *Time Line for Emergency Rules*

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An emergency rule is filed with the Joint Committee on Administrative Rules and the Administrative Rules Division of the Secretary of State on the same day. It may become effective as early as ten (10) days after filing, or any time after that as indicated in the rule.

When the emergency rule becomes effective, it may remain effective for one hundred eighty (180) days or thirty (30) legislative days. If you choose one hundred eighty (180) days, use a Julian day number calendar with numbers for the days of the year, and add one hundred seventy-nine (179) to the day it becomes effective to calculate the expiration date. We use one hundred seventy-nine (179) because we also count the first day it is effective plus one hundred seventy-nine (+179) more. You may wish to use the thirty (30)-day calendars on the next two (2) pages to help calculate dates. Each row is thirty (30) days, so just pick out your start date, count down six (6) rows, move left one (1) space and you have the 180th day following start date ( $6 \times 30 = 180$ ). If you wish it to expire sooner, you may elect to choose an earlier date.

There is also a provision to allow a rule to be effective for up to thirty (30) **legislative days**, if that is a longer period of time than the one hundred eighty (180) days. This would apply from approximately the end of March until the first of August. **See** section 536.025, RSMo 2000, in the Appendix to this manual for the explanation of how to count legislative days.

NOTE: when the thirty (30) legislative-day option is selected, the rule may remain effective until sometime in either January or February, depending on whether or not the effective date includes any legislative days in April or May of the previous legislative session. We have also included a calendar showing legislative days at the end of this section.



# 2001–2002 (This page does not show legislative days.)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

# 2003–2004 (This page does not show legislative days.)

22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									

## *Legislative Days (in blue), as Defined by 536.025, RSMo*

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
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24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
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23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

# *Appendices*



# *Forms*

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**The following forms are included for the use of agencies filing rulemakings. They may be reproduced as needed.**

RULEMAKING CHECKLIST .....	.6.01B
RULE TRANSMITTAL .....	.6.01C
AFFIDAVIT (PUBLIC COST) .....	.6.01E
AFFIDAVIT (PUBLIC NO COST) .....	.6.01F
FISCAL NOTE PUBLIC COST INSTRUCTIONS .....	.6.01G
FISCAL NOTE PUBLIC COST .....	.6.01H
FISCAL NOTE PRIVATE COST INSTRUCTIONS .....	.6.01I
FISCAL NOTE PRIVATE COST .....	.6.01J

## Rulemaking Checklist

Rule number \_\_\_\_\_ Date Filed \_\_\_\_\_

- \_\_\_\_ Y \_\_\_\_ N Proper number of sets  
(3 for proposed & orders, 4 for emergency, + 1 more if agency wants stamped copy)
- \_\_\_\_ Y \_\_\_\_ N Diskette with Register copy for text of rule formatted in Microsoft Word
- \_\_\_\_ Y \_\_\_\_ N Transmittal properly filled out?
- \_\_\_\_ Y \_\_\_\_ N Proper signature on cover letter (Signature on file with secretary of state?)
- \_\_\_\_ Y \_\_\_\_ N Are forms included with rule? \_\_\_\_ Is language “included herein” used for forms?
- \_\_\_\_ Y \_\_\_\_ N Was any reference material filed with rule? \_\_\_\_ Is this material properly incorporated?
- \_\_\_\_ Y \_\_\_\_ N Other rulemakings on same rule?
- \_\_\_\_ Y \_\_\_\_ N Check for statutory authority and year
- \_\_\_\_ Y \_\_\_\_ N Do bold and brackets on agency copy match what is now in *Code*?

### PROPOSED

- \_\_\_\_ Y \_\_\_\_ N Impact on small business in cover letter
- \_\_\_\_ Y \_\_\_\_ N Fiscal note if cost is more than \$500 \_\_\_\_ Affidavit for public fiscal note?
- \_\_\_\_ Y \_\_\_\_ N Affidavit for public cost less than \$500
- \_\_\_\_ Y \_\_\_\_ N Proper signature on affidavit
- \_\_\_\_ Y \_\_\_\_ N Is hearing date scheduled for at least 30 days after publication?
- \_\_\_\_ Y \_\_\_\_ N Does old rule have forms in *Code*?
- \_\_\_\_ Y \_\_\_\_ N Agency OK to remove forms from rule?
- \_\_\_\_ Y \_\_\_\_ N Does rule have publisher’s or editor’s note for reference in *Code*?
- \_\_\_\_ Y \_\_\_\_ N Agency OK to remove note?
- \_\_\_\_ Y \_\_\_\_ N If reference material is involved, is “incorporated by reference” included in rule text?

6.01B

### EMERGENCY

- \_\_\_\_ Y \_\_\_\_ N Emergency statement \_\_\_\_ OK
- \_\_\_\_ Y \_\_\_\_ N Other emergencies on same rule?
- \_\_\_\_ Y \_\_\_\_ N If compelling governmental interest is cited in emergency statement, is it certified in the cover letter?

### ORDERS

- \_\_\_\_ Y \_\_\_\_ N Is second page of transmittal completed?
- \_\_\_\_ Y \_\_\_\_ N Has more than 90 days passed since close of comments or hearing?
- \_\_\_\_ Y \_\_\_\_ N Is current statutory authority and year cited in order?
- \_\_\_\_ Y \_\_\_\_ N Revised fiscal note?
- \_\_\_\_ Y \_\_\_\_ N Affidavit for revised public cost?
- \_\_\_\_ Y \_\_\_\_ N Revised cost statement?

**MATT BLUNT**  
Secretary of State  
Administrative Rules Division  
RULE TRANSMITTAL

Administrative Rules Stamp

A "SEPARATE" rule transmittal sheet **MUST** be used for EACH individual rulemaking.

- A. Rule Number \_\_\_\_\_  
Diskette File Name \_\_\_\_\_  
Name of person to call with questions about this rule: \_\_\_\_\_  
Content \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
Data entry \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Interagency mailing address \_\_\_\_\_  
Statutory Authority \_\_\_\_\_ Current RSMo date \_\_\_\_\_  
Date filed with the Joint Committee on Administrative Rules \_\_\_\_\_

B. CHECK, IF INCLUDED:

- |   |   |
|---|---|
| <input type="checkbox"/> This transmittal completed   | <input type="checkbox"/> Incorporation by reference materials, if any |
| <input type="checkbox"/> Cover letter                 | <input type="checkbox"/> Authority with history of the rule           |
| <input type="checkbox"/> Affidavit                    | <input type="checkbox"/> Public cost                                  |
| <input type="checkbox"/> Forms, number of pages _____ | <input type="checkbox"/> Private cost                                 |
| <input type="checkbox"/> Fiscal notes                 | <input type="checkbox"/> Hearing and comment period                   |

C. RULEMAKING ACTION TO BE TAKEN

- ☐ Emergency rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** include effective date \_\_\_\_\_
- ☐ Proposed Rulemaking (circle one) rule, amendment, or rescission
- ☐ Order of Rulemaking (circle one) rule, amendment, rescission, or termination  
**MUST** complete page 2 of this transmittal
- ☐ Withdrawal (circle one) rule, amendment, rescission or emergency)
- ☐ Rule action notice
- ☐ In addition
- ☐ Rule under consideration

- D. SPECIFIC INSTRUCTIONS: Please indicate any special instructions (e.g., publication date preference, material to be incorporated by reference, or forms included herein).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JCAR Stamp



**RULE TRANSMITTAL (PAGE 2)**

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E. ORDER OF RULEMAKING: Rule Number \_\_\_\_\_

1a. Effective Date for the Order

☐ Statutory 30 days

Specific date \_\_\_\_\_

1b. Does the Order of Rulemaking contain changes to the rule text?

☐ YES

☐ NO

1c. If the answer is YES, please complete section F. If the answer is NO, **STOP** here.

F. Please provide a complete list of the changes in the rule text for the order of rulemaking, indicating the specific section, subsection, paragraph, subparagraph, part, etc., where each change is found. It is especially important to identify the parts of the rule that are being deleted in this order of rulemaking. This is not a reprinting of your order, but an explanation of what sections, subsections, etc. have been changed since the original proposed rule was filed.

NOTE: ALL changes MUST be specified here in order for those changes to be made in the rule as published in the *Missouri Register* and the *Code of State Regulations*.

Add additional sheet(s), if more space is needed.

**AFFIDAVIT**  
(PUBLIC COST)

STATE OF MISSOURI    )  
                                  ) ss.  
COUNTY OF (Name)    )

I, *name of person with authority, name of department, board or commission*, first being duly sworn on my oath, state that it is my opinion that the attached fiscal note for the proposed rule/proposed amendment or proposed rescission (whichever is applicable) of (*Rule No.* \_\_\_\_\_) is a reasonably accurate estimate.

\_\_\_\_\_  
*signature of person with authority*  
Name of proper authority  
Title of proper authority  
Name of department , board or commission

Subscribed and sworn to before me this \_\_\_\_ day of *month, year*. I am commissioned as a notary public within the County of *name of county*, State of Missouri, and my commission expires on *date*.

\_\_\_\_\_  
Notary Public

**AFFIDAVIT**  
(PUBLIC NO COST)

STATE OF MISSOURI     )  
                                  ) ss.  
COUNTY OF (Name)    )

I, *name of person with authority, name of department, board or commission*, first being duly sworn on my oath, state that it is my opinion that the cost of (proposed rule/proposed amendment or proposed rescission, whichever is applicable) of (*Rule No.* \_\_\_\_\_) is less than five hundred dollars in the aggregate to this agency, any other agency of state government or any political subdivision thereof.

\_\_\_\_\_  
*signature of person with authority*  
Name of proper authority  
Title of proper authority  
Name of department , board or commission

Subscribed and sworn to before me this\_\_\_\_ day of *month, year*. I am commissioned as a notary public within the County of *name of county*, State of Missouri, and my commission expires on *date*.

\_\_\_\_\_  
Notary Public

## **FISCAL NOTE PUBLIC COST INSTRUCTIONS**

Section 536.200, RSMo 2000 requires a public fiscal note to provide the following information:

[An estimate of] the cost to each affected agency or to each class of the various political subdivisions to be affected. The fiscal note shall contain a detailed estimated cost of compliance and shall be supported with an affidavit by the director of the department to which the agency belongs that in the director's opinion the estimate is reasonably accurate.

The form provided by the secretary of state is designed to help members of the public see this information in a consistent format. There are four (4) parts to the form: part I identifies the rule associated with the fiscal note, part II is a summary of fiscal impact, part III is reserved for more detailed fiscal information, and part IV describes the assumptions and methodology employed by the agency in completing the fiscal note. Instructions for completing the form follow.

### **Part I**

Rule Number and Name: fill in the proposed rule number and name exactly as it appears in the proposed rulemaking.

Type of Rulemaking: fill in Proposed Rule, Proposed Amendment or Proposed Rescission as appropriate.

### **Part II**

The Summary of Fiscal Impact section is designed to present a summary of the fiscal impact of proposed rulemakings consistently. If you have found that the proposed rulemaking will affect more than one (1) agency or political subdivision, use one (1) row for each agency or political subdivision. In the first column, fill in the name of the affected agency or political subdivision. In the second column, fill in the estimated cost of compliance in the aggregate (over the life of the rule).

### **Part III**

The Worksheet area is designed for the agency to present more detailed fiscal information in a format of the agency's choosing.

### **Part IV**

The Assumptions area is designed to present the agency's assumptions, references and methods of acquiring information that underlie the conclusions in the fiscal note. Examples of information that might be included here are the sources of information presented in the fiscal note, why you chose those sources, and eventualities that might cause the actual fiscal impact to be different from your estimate.

**FISCAL NOTE  
PUBLIC COST**

**I. RULE NUMBER**

Rule Number and Name:	
Type of Rulemaking:	

**II. SUMMARY OF FISCAL IMPACT**

Affected Agency or Political Subdivision	Estimated Cost of Compliance in the Aggregate

**III. WORKSHEET**

**IV. ASSUMPTIONS**

**FISCAL NOTE  
PRIVATE COST  
INSTRUCTIONS**

Section 536.205, RSMo 2000 requires a private fiscal note to provide the following information:

- (1) An estimate of the number of persons, firms, corporations, associations, partnerships, proprietorships or business entities of any kind or character by class which would likely be affected by the adoption of the proposed rule, amendment or rescission of a rule;
- (2) A classification by types of the business entities in such manner as to give reasonable notice of the number and kind of businesses which would likely be affected;
- (3) An estimate in the aggregate as to the cost of compliance with the rule, amendment or rescission of a rule by the affected persons, firms, corporations, associations, partnerships, proprietorships or business entities of any kind or character.

The form provided by the secretary of state is designed to help members of the public see this information in a consistent format. There are four (4) parts to the form: part I identifies the rule associated with the fiscal note, part II is a summary of fiscal impact, part III is reserved for more detailed fiscal information, and part IV describes the assumptions and methodology employed by the agency in completing the fiscal note. Instructions for completing the form follow.

**Part I**

Rule Number and Name: fill in the proposed rule number and name exactly as it appears in the proposed rulemaking.

Type of Rulemaking: fill in Proposed Rule, Proposed Amendment or Proposed Rescission as appropriate.

**Part II**

The Summary of Fiscal Impact section is designed to present a summary of the fiscal impact of proposed rulemakings consistently. If you have found that the proposed rulemaking will affect more than one (1) category of businesses, use one (1) row for each category. In the first column, fill in the estimated number of businesses in the first category. In the second column, fill in the type of businesses in the category (i.e., what is the category?). In the third column, fill in the aggregate cost (over the life of the rule) to all businesses in this category. Complete one row for each category of businesses affected by the proposed rulemaking.

**Part III**

The Worksheet area is designed for the agency to present more detailed fiscal information in a format of the agency's choosing.

**Part IV**

The Assumptions area is designed to present the agency's assumptions, references and methods of acquiring information that underlie the conclusions in the fiscal note. Examples of information that might be included here are the sources of information presented in the fiscal note, why you chose those sources, and eventualities that might cause the actual fiscal impact to be different from your estimate.

**FISCAL NOTE  
PRIVATE COST**

**I. RULE NUMBER**

Rule Number and Name:	
Type of Rulemaking:	

**II. SUMMARY OF FISCAL IMPACT**

Estimate of the number of entities by class which would likely be affected by the adoption of the proposed rule:	Classification by types of the business entities which would likely be affected:	Estimate in the aggregate as to the cost of compliance with the rule by the affected entities:

6.013

**II. WORKSHEET**

**IV. ASSUMPTIONS**



# *EXECUTIVE ORDERS*

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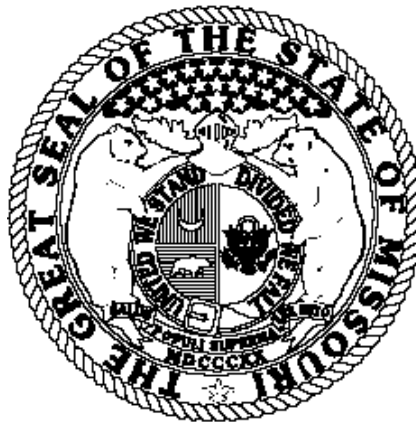
93-13

WHEREAS, the Fifth and Fourteenth Amendments to the United States Constitution as well as Article I, Section 26 of the Missouri Constitution require that real property not be taken for public use without payment of just compensation; and

WHEREAS, the United States Supreme Court has held in Lucas v. South Carolina Coastal Council, 112 S.Ct. 2886 (1992) that state regulatory action can constitute a taking of private real property.

NOW, THEREFORE, I, Mel Carnahan, Governor of the State of Missouri, by the authority vested in me by the Constitution and laws of this state, do hereby direct each department or agency of state government to undertake a "takings analysis" of each proposed rule or regulation as follows:

1. The "takings analysis" shall evaluate whether the proposed rule or regulation on its face constitutes a taking of real property under relevant state and federal law;
2. No department or agency shall transmit a proposed rule or regulation to the Secretary of State until a "takings analysis" has occurred;
3. The department or agency shall certify in the transmittal letter to the Secretary of State that a "takings analysis" has occurred;
4. A "takings analysis" shall not be necessary where the rule or regulation is being promulgated on an emergency basis, where the rule or regulation is federally mandated, or where the rule or regulation substantially codifies existing federal or state law.



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Missouri, in the City of Jefferson, on this 2nd day of July, 1993.

\_\_\_\_\_  
s/ Mel Carnahan  
GOVERNOR

ATTEST:

\_\_\_\_\_  
s/ Judith K. Moriarty  
SECRETARY OF STATE

# *EXECUTIVE ORDERS*

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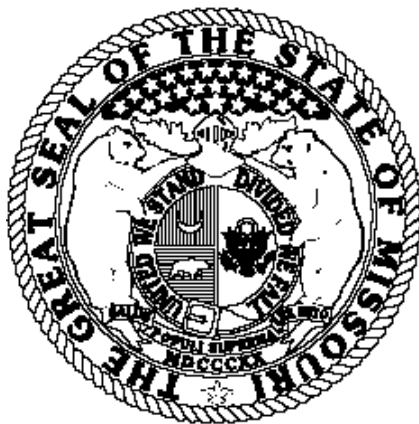
96-18

WHEREAS, House Bill 1123, as truly agreed to and finally passed by the 88th General Assembly, Second Regular Session provides that fiscal notes for proposed legislation shall state whether such legislation will have an economic impact on small businesses; and

WHEREAS, it is equally important that a determination be made whether or not rules and regulations proposed by state departments and agencies will have an economic impact on small businesses; and

NOW, THEREFORE, I, Mel Carnahan, Governor of the State of Missouri, by the authority vested in me by the Constitution and laws of this state, do hereby direct each department or agency of state government to determine whether each proposed rule will have an economic impact on small businesses, and to take the following steps accordingly:

1. No department or agency shall transmit a proposed rule to the Secretary of State after December 1, 1996, unless it has determined whether such proposed rule will have a direct economic impact on small businesses of five hundred dollars (\$500) or more in the aggregate. A small business shall be defined as an independently owned and operated business entity that employs fifty or fewer full-time employees.
2. The department or agency shall certify in the transmittal letter to the Secretary of State that it has determined that such proposed rule will or will not have an economic impact on small businesses.
3. This executive order shall not apply where the rule is being promulgated on an emergency basis, where the rule is federally mandated, or where the rule substantially codifies existing federal or state law.



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Missouri, in the City of Jefferson, on this 17th day of October, 1996.

\_\_\_\_\_  
s/ Mel Carnahan

GOVERNOR

ATTEST:

\_\_\_\_\_  
s/ Rebecca McDowell Cook

SECRETARY OF STATE

# *EXECUTIVE ORDERS*

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97-97

WHEREAS, the citizens of the State of Missouri are entitled to a government where the Legislative and Executive Branches work collaboratively to effectively address challenges facing our society; and

WHEREAS, the Missouri Supreme Court held in the Missouri Coalition for the Environment v. Joint Committee on Administrative Rules, Case No. 78628 (Mo banc 1997), that the Legislative Branch may only "review regulatory action of the executive branch"; and

WHEREAS, the Executive Branch can benefit from input provided by the Legislative Branch; and

WHEREAS, it is necessary for the Executive Branch to preserve compelling governmental interests through the promulgation and adoption of certain rules; and

WHEREAS, Article IV Section 2 of the Constitution of the State of Missouri assigns to the governor the constitutional duty to "take care that the laws are distributed and faithfully executed..."; and

WHEREAS, the Senate Substitute for Senate Committee Substitute for House Substitute for House Bill No. 850 has been truly agreed to and finally passed; and

WHEREAS, said bill purports to revoke the rulemaking authority of the Executive Branch unless the Executive Branch adopts by Executive Order certain time frames to allow the Legislative Branch sufficient time to review rules promulgated pursuant to the Executive Branch's constitutional and/or statutory authority; and

WHEREAS, the Executive Branch wishes to grant sufficient time to allow the Legislative Branch to review proposed final orders of rulemaking; and

WHEREAS, both the Legislative and Executive Branch understands the effectiveness of certain sections in said bill is contingent upon the rescission of this Executive Order

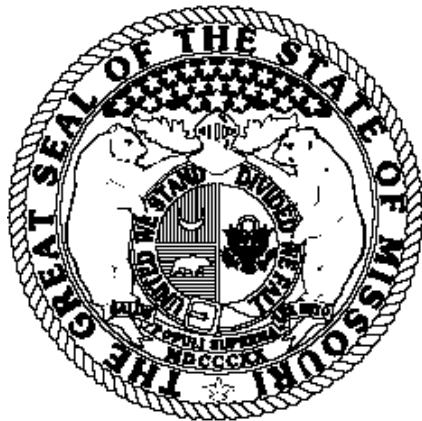
NOW, THEREFORE, I, Mel Carnahan, Governor of the State of Missouri, by virtue of the authority vested in me by the Constitution and laws of the State of Missouri, do hereby order that each Executive Branch, department, agency, commission, and board, except for the Public Service Commission and the Labor and Industrial Relations Commission:

# *EXECUTIVE ORDERS*

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1. Shall concurrently submit any proposed order of rulemaking to the Secretary of State and the Joint Committee on Administrative Rules;
2. Shall not file a final order of rulemaking with the Secretary of State until thirty (30) days after such final order of rulemaking has been received by the Joint Committee on Administrative Rules;
3. Shall hold in abeyance for thirty (30) legislative days a final order of rulemaking if the final order of rulemaking has been disapproved by the Joint Committee on Administrative Rules within thirty (30) days of the Joint Committee on Administrative Rules receiving the final order of rulemaking.
4. Shall give force and effect to concurrent resolutions disapproving an administrative rule, or concurrent resolutions disapproving a proposed rule, only if the resolutions are signed by the Governor or approved by two-thirds of each house of the General Assembly after veto by the Governor, as provided in Article 3, Section 31 and 32, and Article 4, Section 8, of the Missouri Constitution;
5. Shall not give any force or effect to an action by the Joint Committee on Administrative Rules suspending a proposed rule after the expiration of thirty (30) legislative days from the date of the action of the Joint Committee on Administrative Rules disapproving a proposed rule, unless the Committee's action has been ratified in the manner set forth in paragraph 4 immediately above.

The Executive Order No. 97-97 shall become effective immediately. If this Executive Order is rescinded, those sections in Senate Substitute for Senate Committee Substitute for House Substitute for House Bill 850 whose effectiveness is contingent upon Executive Order No. 97-97 being rescinded will become effective only upon the expiration of twenty days following the rescission of this Order. This Executive Order No. 97-97 shall not apply to those rules promulgated pursuant to Section 536.025. This Executive Order No. 79-97 [sic] shall remain in effect until rescinded by the Governor.



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Missouri, in the City of Jefferson, on this 27th day of June, 1997.

s/ Mel Carnahan

GOVERNOR

ATTEST:

s/ Rebecca McDowell Cook

SECRETARY OF STATE

# Chapter 536

## ADMINISTRATIVE PROCEDURE AND REVIEW

Sec.

536.010. Definitions.

536.014. Rules invalid, when.

536.015. Missouri Register published at least monthly.

536.016. Requirements for rulemaking.

536.017. Taking of private property defined — proposed rules require takings analysis, when, purpose, procedure — rule invalid, when — exceptions.

536.018. “Agency” and “state agency” not to include institutions of higher education if sufficient safeguards for contested cases provided by institutions.

536.019. Effective date of rules — contingent effective date.

536.021. Rules, procedure for making, amending or rescinding — notice of — rules effective when, exception — effective date to be printed in code of state regulations — failure of agencies to promulgate a required rule — effect — exception — letter ruling authorized for department of revenue, effect.

536.022. Suspension or termination of rules — procedure.

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## Cross References

Administrative agencies, law cannot delegate power to fine or imprison, Const. Art. I § 31

Administrative hearing commission, powers, duties, procedure, Chap. 621, RSMo

Administrative rules and orders subject to judicial review, when, Const. Art. V § 18

Administrative rules and regulations to take effect when, Const. Art. IV §§ 16, 45

Certified copies of records admissible for administrative proceedings, RSMo 302.312

County commission's orders, decisions, funding appeals, procedure, RSMo 49.230

Deaf persons, auxiliary services and aids, RSMo 476.750

Military service, extensions and exemptions, RSMo 41.950

Motor vehicle franchise practices administrative procedure and review, RSMo 407.815 to 407.835

Refusal to grant licenses or certificates, hearing by administrative hearing commission, procedure, RSMo 621.120

(1957) Hearing on order directing relocation of water mains on highway right-of-way, and judicial review thereof held subject to and governed by chapter 536, RSMo, which provides for administrative procedure and review. State ex rel. State Highway Comm. v. Weinstein (Mo.), 322 S.W.2d 778.

**536.010. Definitions.** — For the purpose of this chapter:

(1) **“Agency”** means any administrative officer or body existing under the constitution or by law and authorized by law or the constitution to make rules or to adjudicate contested cases;

(2) **“Contested case”** means a proceeding before an agency in which legal rights, duties or privileges of specific parties are required by law to be determined after hearing;

(3) The term **“decision”** includes decisions and orders whether negative or affirmative in form;

(4) **“Rule”** means each agency statement of general applicability that implements, interprets, or prescribes law or policy, or that describes the organization, procedure, or practice requirements of any agency. The term includes the amendment or repeal of an existing rule, but does not include:

(a) A statement concerning only the internal management of an agency and which does not substantially affect the legal rights of, or procedures available to, the public or any segment thereof;

(b) A declaratory ruling issued pursuant to section 536.050, or an interpretation issued by an agency with respect to a specific set of facts and intended to apply only to that specific set of facts;

(c) An intergovernmental, interagency, or intraagency memorandum, directive, manual or other communication which does not substantially affect the legal rights of, or procedures available to, the public or any segment thereof;

(d) A determination, decision, or order in a contested case;

(e) An opinion of the attorney general

(f) Those portions of staff manuals, instructions or other statements issued by an agency which set forth criteria or guidelines to be used by its staff in auditing, in making inspections, in settling commercial disputes or negotiating commercial arrangements, or in the selection or handling of cases, such as operational tactics or allowable tolerances or criteria for the defense, prosecution, or settlement of cases, when the disclosure of such statements would enable law violators to avoid detection, facilitate disregard of requirements imposed by law, or give a clearly improper advantage to persons who are in an adverse position to the state;

(g) A specification of the prices to be charged for goods or services sold by an agency as distinguished from a license fee, or other fees;

(h) A statement concerning only the physical servicing, maintenance or care of publicly owned or operated facilities or property;

(i) A statement relating to the use of a particular publicly owned or operated facility or property, the substance of which is indicated to the public by means of signs or signals;

(j) A decision by an agency not to exercise a discretionary power;

(k) A statement concerning only inmates of an institution under the control of the department of corrections and human resources or the division of youth services, students enrolled in an educational institution, or clients of a health care facility, when issued by such an agency;

(l) Statements or requirements establishing the conditions under which persons may participate in exhibitions, fairs or similar activities, managed by the state or an agency of the state;

(m) Income tax or sales forms, returns and instruction booklets prepared by the state department of revenue for distribution to taxpayers for use in preparing tax returns.

(5) **“State agency”** means each board, commission, department, officer or other administrative office or unit of the state other than the general assembly, the courts, the governor, or a political subdivision of the state, existing under the constitution or statute, and authorized by the constitution or statute to make rules or to adjudicate contested cases.

(L. 1945 p. 1504 § 1, A.L. 1957 p. 748, A.L. 1976 S.B. 478)

Effective 3-31-76



(1977) Held, director of revenue must hold hearing on question as to reasonable possibility of judgment being rendered against a person, requires a hearing under § 303.290, RSMo, and is a “contested case” coming under the provision of Chap. 536, RSMo. *Randle et al. v. Spradling* (Mo.), 556 S.W.2d 10.

(1979) Mandamus was remedy when city council denied a liquor license under a municipal code when all conditions were met and was not a “contested” case. *State ex rel. Keeven v. City of Hazelwood, et al.* (A.), 585 S.W.2d 557.

(1995) Local school boards qualify as agencies under this definition. If a hearing is required by substantive law, it must be conducted according to contested case procedures. *State ex rel. Clint Yarber v. McHenry*, 915 S.W.2d 325 (Mo.banc).

**536.014. Rules invalid, when.** — No department, agency, commission or board rule shall be valid in the event that:

- (1) There is an absence of statutory authority for the rule or any portion thereof; o
- (2) The rule is in conflict with state law; o
- (3) The rule is so arbitrary and capricious as to create such substantial inequity as to be unreasonably burdensome on persons affected.

(L. 1997 H.B. 850)

Effective 6-27-97

**536.015. Missouri Register published at least monthly.** — There is established a publication to be known as the “Missouri Register”, which shall be published no less frequently than monthly by the secretary of state.

(L. 1975 S.B. 58, A.L. 1994 S.B. 558)

Effective 6-3-94

**536.016. Requirements for rulemaking.** — 1. Any state agency shall propose rules based upon substantial evidence on the record and a finding by the agency that the rule is necessary to carry out the purposes of the statute that granted such rulemaking authority.

2. Each state agency shall adopt procedures by which it will determine whether a rule is necessary to carry out the purposes of the statute authorizing the rule. Such criteria and rule-making shall be based upon reasonably available empirical data and shall include an assessment of the effectiveness and the cost of rules both to the state and to any private or public person or entity affected by such rules.

(L. 1997 H.B. 850, A.L. 1999 S.B. 176)

**536.017. Taking of private property defined — proposed rules require takings analysis, when, purpose, procedure — rule invalid, when — exceptions.** — For purposes of this section, “taking of private property” shall mean an activity wherein private property is taken such that compensation to the owner of the property is required by the fifth and fourteenth amendments to the Constitution of the United States or any other similar or applicable law of this state. No department or agency shall transmit a proposed rule or regulation which limits or affects the use of real property to the secretary of state until a takings analysis has occurred. The takings analysis shall evaluate whether the proposed rule or regulation on its face constitutes a taking of real property under relevant state and federal law. The department or agency shall certify in the transmittal letter to the secretary of state that a takings analysis has occurred. Any rule that does not comply with this section shall be invalid and the secretary of state shall not publish the rule. A takings analysis shall not be necessary where the rule or regulation is being promulgated on an emergency basis, where the rule or regulation is federally mandated, or where the rule or regulation substantially codifies existing federal or state law.

(L. 1994 H.B. 1099 §§ 536.017, B merged with S.B. 558, A.L. 1997 H.B. 88, A.L. 1998 S.B. 900)

**536.018. “Agency” and “state agency” not to include institutions of higher education if sufficient safeguards for contested cases provided by institutions.** — The term “agency” and the term “state agency” as defined by section 536.010 shall not include an institution of higher education, supported in whole or in part from state funds, if such institution has established written procedures to assure that constitutionally required due process safeguards exist and apply to a proceeding that would otherwise constitute a “contested case” as defined in section 536.010.

(L. 1994 H.B. 1099 merged with S.B. 558 § 1)

Effective 6-3-94 (S.B. 558)  
8-28-94 (H.B. 1099)

**536.019. Effective date of rules — contingent effective date.** — 1. Notwithstanding other provisions of this chapter to the contrary, a final order of rulemaking shall not take effect prior to the expiration of thirty legislative days of a regular session after such order of rulemaking has been filed with the general assembly by providing a copy thereof to the joint committee on administrative rules and the secretary of state.

2. This section shall become effective only upon the expiration of twenty calendar days following the:

- (1) Failure of the executive to sign executive order number 97-97; or
- (2) Modification, amendment or rescission of executive order number 97-97; or
- (3) An agency’s failure to hold the rule in abeyance as required by executive order number 97-97; or
- (4) Declaration by a court with jurisdiction that section 536.024 or any portion of executive order number 97-97 is unconstitutional or invalid for any reason.

Notwithstanding the provisions of this subsection to the contrary, no modification, amendment or rescission of executive order number 97-97 or failure to hold the rule in abeyance shall make this section effective if the modification, amendment or rescission of the executive order or failure to hold the rule in abeyance is approved by the general assembly by concurrent resolution.

(L. 1997 H.B. 850)

Contingent effective date, see subsection 2 of this section.

**536.021. Rules, procedure for making, amending or rescinding — notice of — rules effective when, exception — effective date to be printed in code of state regulations — failure of agencies to promulgate a required rule — effect — exception — letter ruling authorized for department of revenue, effect.** — 1. No rule shall hereafter be proposed, adopted, amended or rescinded by any state agency unless such agency shall first file with the secretary of state a notice of proposed rulemaking and a subsequent final order of rulemaking, both of which shall be published in the Missouri Register by the secretary of state as soon as practicable after the filing thereof in that office; except that a notice of proposed rulemaking is not required for the establishment of hunting or fishing seasons and limits or for the establishment of state program plans required under federal education acts or regulations. The secretary of state shall not publish any proposed rulemaking or final order of rulemaking that has not fully complied with the provisions of section 536.024 or an executive order, whichever appropriately applies. If the joint committee on administrative rules disapproves any proposed order of rulemaking, final order of rulemaking or portion thereof, the committee shall report its finding to the house of representatives and the senate. No proposed order of rulemaking, final order of rulemaking or portion thereof shall take effect, or be published by the secretary of state, so long as the general assembly shall disapprove such by concurrent resolution pursuant to article IV, section 8 within thirty legislative days occurring during the same regular session of the general assembly. The secretary of state shall not publish any order, or portion thereof, that is the subject of a concurrent resolution until the expiration of time necessary to comply with the provisions of article III, section 32.

2. A notice of proposed rulemaking shall contain:

(1) An explanation of any proposed rule or any change in an existing rule, and the reasons therefor

(2) The legal authority upon which the proposed rule is based

(3) The text of the entire proposed rule or the entire text of any affected section or subsection of an existing rule which is proposed to be amended, with all new matter underlined or printed in boldface type and with all deleted matter placed in brackets, except that when a proposed rule consists of material so extensive that the publication thereof would be unduly cumbersome or expensive, the secretary of state need publish only a summary and description of the substance of the proposed rule so long as a complete copy of the rule is made immediately available to any interested person upon application to the adopting state agency at a cost not to exceed the actual cost of reproduction. A proposed rule may incorporate by reference only if the material so incorporated is retained at the headquarters of the state agency and made available to any interested person at a cost not to exceed the actual cost of the reproduction of a copy. When a proposed amendment to an existing rule is to correct a typographical or printing error, or merely to make a technical change not affecting substantive matters, the amendment may be described in general terms without reprinting the entire existing rule, section or subsection;

(4) The number and general subject matter of any existing rule proposed to be rescinded

(5) Notice that anyone may file a statement in support of or in opposition to the proposed rulemaking at a specified place and within a specified time not less than thirty days after publication of the notice of proposed rulemaking in the Missouri Register; and

(6) Notice of the time and place of a hearing on the proposed rulemaking if a hearing is ordered, which hearing shall be not less than thirty days after publication of the notice of proposed rulemaking in the Missouri Register; or a statement that no hearing has been ordered if such is the case.

3. Any state agency issuing a notice of proposed rulemaking may order a hearing thereon, but no such hearing shall be necessary unless otherwise required by law.

4. Any state agency which has issued in the Missouri Register a notice of proposed rule-making to be made without a hearing, but which thereafter concludes that a hearing is desirable, shall withdraw the earlier notice and file a new notice of proposed rulemaking which fully complies with the provisions of subdivision (6) of subsection 2 of this section, and the state agency shall not schedule the hearing for a time less than thirty days following the publication of the new notice.

5. Within ninety days after the expiration of the time for filing statements in support of or in opposition to the proposed rulemaking, or within ninety days after the hearing on such proposed rulemaking if a hearing is held thereon, the state agency proposing the rule shall file with the secretary of state a final order of rulemaking either adopting the proposed rule, with or without further changes, or withdrawing the proposed rule, which order of rulemaking shall be published in the Missouri Register. Such ninety days shall be tolled for the time period any rule is held under abeyance pursuant to an executive order. If the state agency fails to file the order of rulemaking as indicated in this subsection, the proposed rule shall lapse and shall be null, void and unenforceable.

6. The final order of rulemaking shall contain:

(1) Reference to the date and page or pages where the notice of proposed rulemaking was published in the Missouri Register

(2) An explanation of any change between the text of the rule as contained in the notice of proposed rulemaking and the text of the rule as finally adopted, together with the reason for any such change;

(3) The full text of any section or subsection of the rule as adopted which has been changed from that contained in the notice of proposed rulemaking;

(4) A brief summary of the general nature and extent of comments submitted in support of or in opposition to the proposed rule and a concise summary of the testimony presented at the hearing, if any, held in connection with said rulemaking, together with a concise summary of the state agency's findings with respect to the merits of any such testimony or comments which are opposed in whole or in part to the proposed rule; and

(5) The legal authority upon which the order of rulemaking is based

7. Except as provided in section 536.025, any rule, or amendment or rescission thereof, shall be null, void and unenforceable unless made in accordance with the provisions of this section.

8. Except as provided in subsection 1 of this section, all orders of rulemaking shall be published in full in the Missouri code of state regulations. No rule, except an emergency rule, shall become effective prior to the thirtieth day after the date of publication of the revision to the Missouri code of state regulations. The secretary of state shall distribute revisions of the Missouri code of state regulations to all subscribers of the Missouri code of state regulations on or before the date of publication of such revision. The publication date of each rule shall be printed below the rule in the Missouri code of state regulations, provided further, that rules pertaining to changes in hunting or fishing seasons and limits that must comply with federal requirements or that are necessary because of documented changes in fish and game populations may become effective no earlier than on the tenth day after the filing of the final order of rule-making.

9. If it is found in a contested case by an administrative or judicial fact finder that a state agency's action was based upon a statement of general applicability which should have been adopted as a rule, as required by sections 536.010 to 536.050, and that agency was put on notice in writing of such deficiency prior to the administrative or judicial hearing on such matter, then the administrative or judicial fact finder shall award the prevailing nonstate agency party its reasonable attorney's fees incurred prior to the award, not to exceed the amount in controversy in the original action. This award shall constitute a reviewable order. If a state agency in a contested case grants the relief sought by the non-state party prior to a finding by an administrative or judicial fact finder that the agency's action was based on a statement of general applicability which should have been adopted as a rule, but was not, then the affected party may bring an action in the circuit court of Cole County for the nonstate party's reasonable attorney's fees incurred prior to the relief being granted, not to exceed the amount in controversy in the original action.

10. The actions authorized by subsection 9 of this section shall not apply to the department of revenue if that department implements the authorization hereby granted to the director or the director's duly authorized agents to issue letter rulings which shall bind the director or the director's agents and their successors for a minimum of three years, subject to the terms and conditions set forth in properly published regulations. An unfavorable letter ruling shall not bind the applicant and shall not be appealable to any forum. Subject to appropriations, letter rulings shall be published periodically with information identifying the taxpayer deleted. For the purposes of this subsection, the term "**letter ruling**" means a written interpretation of law by the director to a specific set of facts provided by a nonstate party.

(L. 1975 S.B. 58 § 536.020, A.L. 1976 S.B. 478, A.L. 1989 H.B. 143, A.L. 1992 H.B. 1849, A.L. 1993 S.B. 347, A.L. 1994 S.B. 558, A.L. 1997 H.B. 850)

Effective 6-27-97

**536.022. Suspension or termination of rules — procedure.** — 1. If any rule or portion of a rule of a state agency is suspended or terminated by action of the governor, a court or other authority, the state agency shall immediately file a notice of such action with the secretary of state.

2. The notice, in a format for publication designed by the secretary of state, shall contain the title and number of the rule; shall describe briefly the action taken with regard to the rule and the parties affected by the suspension or termination; shall state the effective date of the suspension or termination; shall state the duration of the suspension; and shall contain such other information deemed necessary by the secretary of state to provide adequate public information.

3. If any action has the effect of changing the information in the initial notice, the state agency shall immediately file a new notice with the secretary of state in the same manner as the original notice.

4. Notices shall be printed by the secretary of state in the Missouri Register as soon as practicable. The secretary of state shall insert in the code of state regulations material regarding the suspension or termination of rules, and the secretary of state may remove rules which have terminated.

(L. 1979 S.B. 204, A.L. 1997 H.B. 850)

Effective 6-27-97

**536.023. Procedures for numbering, indexing and publishing to be prescribed by secretary of state.** — 1. The secretary of state shall prescribe in writing uniform procedures for the numbering, indexing, form and publication of all rules, notices of proposed rulemaking and orders of rulemaking. Copies of the procedures shall be furnished by the secretary of state to each state agency and copies thereof shall be permanently maintained in the office of the secretary of state and shall be available for public inspection at all reasonable times.

2. No rule, notice of proposed rulemaking or final order of rulemaking shall be accepted for filing with the secretary of state unless it conforms to said uniform procedures.

3. Each state agency shall adopt as a rule a description of its organization and general courses and methods of its operation and the methods and procedures whereby the public may obtain information or make submissions or requests. Substantial changes in any matter covered by the foregoing description shall be made only in accordance with the procedures set forth in this chapter.

(L. 1975 S.B. 58, A.L. 1976 S.B. 478, A.L. 1997 H.B. 850)

Effective 6-27-97

**536.024. Validity of rules promulgated by state agency dependent on compliance with procedural requirements — powers and duties of joint committee.** — 1. When the general assembly authorizes any state agency to adopt administrative rules or regulations, the granting of such rulemaking authority and the validity of such rules and regulations is contingent upon the agency complying with the provisions of this section in promulgating such rules after June 3, 1994.

2. Upon filing any proposed rule with the secretary of state, the filing agency shall concurrently submit such proposed rule to the joint committee on administrative rules, which may hold hearings upon any proposed rule or portion thereof at any time.

3. A final order of rulemaking shall not be filed with the secretary of state until thirty days after such final order of rulemaking has been received by the committee. The committee may hold one or more hearings upon such final order of rulemaking during the thirty-day period.

4. The committee may file with the secretary of state any comments or recommendations that the committee has concerning a proposed or final order of rulemaking. Such comments shall be published in the Missouri Register.

5. The committee may refer comments or recommendations concerning such rule to the appropriations and budget committees of the house of representatives and the appropriations committee of the senate for further action.

6. The provisions of this section shall not apply to rules adopted by the public service commission and the labor and industrial relations commission.

(L. 1994 S.B. 558 § 536.018, A.L. 1995 S.B. 3, A.L. 1997 H.B. 850, A.L. 1998 S.B. 900)

Word “committee” appears in original rolls.

#### CROSS REFERENCE:

Workers’ compensation cases, this section not deemed to govern discovery between parties, RSMo 287.811

**536.025. Emergency rule powers — procedure — definitions.** — 1. A rule may be made, amended or rescinded by a state agency without following the provisions of section 536.021, only if the state agency:

(1) Finds that an immediate danger to the public health, safety or welfare requires emergency action or the rule is necessary to preserve a compelling governmental interest that requires an early effective date as permitted pursuant to this section;

(2) Follows procedures best calculated to assure fairness to all interested persons and parties under the circumstances;

(3) Follows procedures which comply with the protections extended by the Missouri and United States Constitutions; and

(4) Limits the scope of such rule to the circumstances creating an emergency and requiring emergency action.

2. At the time of or prior to the adoption of such rule, the agency shall file with the secretary of state and the joint committee on administrative rules the text of the rule together with the specific facts, reasons, and findings which support the agency's conclusion that the agency has fully complied with the requirements of subsection 1 of this section. If an agency finds that a rule is necessary to preserve a compelling governmental interest that requires an early effective date, the agency shall certify in writing the reasons therefor.

3. Material filed with the secretary of state and the joint committee on administrative rules under the provisions of subsection 2 of this section shall be published in the Missouri Register by the secretary of state as soon as practicable after the filing thereof. Any rule adopted pursuant to this section shall be reviewed by the secretary of state to determine compliance with the requirements for its publication and adoption established in this section, and in the event that the secretary of state determines that such proposed material does not meet those requirements, the secretary of state shall not publish the rule. The secretary of state shall inform the agency of its determination, and offer the agency a chance to either withdraw the rule or to have it published as a proposed rule.

4. The committee may file with the secretary of state any comments or recommendations that the committee has concerning a proposed or final order of rulemaking. Such comments shall be published in the Missouri Register.

5. The committee may refer comments or recommendations concerning such rule to the appropriations and budget committee of the house of representatives and the appropriations committee of the senate for further action.

6. Rules adopted under the provisions of this section shall be known as "emergency rules" and shall, along with the findings and conclusions of the state agency in support of its employment of emergency procedures, be judicially reviewable under section 536.050 or other appropriate form of judicial review. The secretary of state and any employee thereof, acting in the scope of employment, shall be immune from suit in actions regarding the adoption of rules pursuant to this section.

7. A rule adopted under the provisions of this section shall clearly state the interval during which it will be in effect. Emergency rules shall not be in effect for a period exceeding one hundred eighty calendar days or thirty legislative days, whichever period is longer. For the purposes of this section, a "legislative day" is each Monday, Tuesday, Wednesday and Thursday beginning the first Wednesday after the first Monday in January and ending the first Friday after the second Monday in May, regardless of whether the legislature meets.

8. A rule adopted under the provisions of this section shall not be renewable, nor shall an agency adopt consecutive emergency rules that have substantially the same effect, although a state agency may, at any time, adopt an identical rule under normal rulemaking procedures.

9. A rule adopted under the provisions of this section may be effective not less than ten days after the filing thereof in the office of the secretary of state, or at such later date as may be specified in the rule, and may be terminated at any time by the state agency by filing an order with the secretary of state fixing the date of such termination, which order shall be published by the secretary of state in the Missouri Register as soon as practicable after the filing thereof.

10. If it is found in a contested case by an administrative or judicial fact finder that an agency rule should not have been adopted as an emergency rule as provided by subsection 1 of this section, then the administrative or judicial fact finder shall award the nonstate party who prevails, as defined in this section, its reasonable fees and expenses, as defined in this section. This award shall constitute a reviewable order. If a state agency in a contested case grants the relief sought by the party prior to a finding by an administrative or judicial fact finder that the state agency's action was based on a statement of general applicability which should not have been adopted as an emergency rule, but was in fact adopted as an emergency rule pursuant to this section, then the affected party may bring an action in circuit court of Cole County for the nonstate party's reasonable fees and expenses, as defined in this section.

11. For the purposes of this section, the following terms mean:

(1) **"Prevails"**, obtains a favorable order, decision, judgment or dismissal in a civil action or agency proceeding;

(2) **"Reasonable fees and expenses"** includes the reasonable expenses of expert witnesses, the reasonable cost of any study, analysis, engineering report, test or project which is found by the court or agency to be necessary for the preparation of the party's case, and reasonable attorney or agent fees.

(L. 1975 S.B. 58, A.L. 1976 S.B. 478, A.L. 1993 S.B. 52, A.L. 1995 S.B. 3, A.L. 1997 H.B. 850)

Effective 6-27-97

**CROSS REFERENCE:**

Workers' compensation cases, this section not deemed to govern discovery between parties, RSMo 287.811

**536.026. Comments on proposed rules — committees for comment.** — 1. In addition to seeking information by other methods, an agency may solicit comments from the public on the subject matter of a rule that the agency is considering proposing. The agency may file a notice of the rule under consideration as a proposed rulemaking with the secretary of state for publication in the Missouri Register as soon as practicable after the filing thereof in the secretary's office. The notice may contain the number and the subject matter of the rule as well as a statement indicating where, when, and how persons may comment.

2. Each agency may also appoint committees to comment on the subject matter of a rule that the agency is considering proposing. The membership of those committees must be published at least annually in the Missouri Register.

(L. 1997 H.B. 850 § 536.020)

Effective 6-27-97

**536.027. Written comments to be retained as public record for three years.** — Any written comment filed pursuant to section 536.021 in support of or opposition to a notice of proposed rulemaking and any written record of a public hearing in connection with a notice of proposed rulemaking shall be retained for a period of at least three years by the agency issuing the notice, and all such comments and other records shall be available for public inspection at all reasonable times.

(L. 1975 S.B. 58)

Effective 1-1-76

**536.028. Contingent delegation of rule-making power — effective date of rules — notice to be filed with joint committee — committee's powers — disapproval or annulment of rules, grounds, procedure, effect — publishing of rules, when — nonseverable — contingent effective date.** — 1. Notwithstanding provisions of this chapter to the contrary, the delegation of authority to any state agency to propose to the general assembly rules as provided under this section is contingent upon the agency complying with the provisions of this chapter and this delegation of legislative power to the agency to propose a final order of rulemaking containing a rule or portion thereof that has the effect of substantive law, other than a rule relating to the agency's organization and internal management, is contingent and dependent upon the power of the general assembly to review such proposed order of rulemaking, to delay the effective date of such proposed order of rulemaking until the expiration of at least thirty legislative days of a regular session after such order is filed with the general assembly and the secretary of state, and to disapprove and annul any rule or portion thereof contained in such order of rulemaking.

2. No rule or portion of a rule that has the effect of substantive law shall become effective until the final order of rulemaking has been reviewed by the general assembly in accordance with the procedures provided pursuant to this chapter. Any agency's authority to propose an order of rulemaking is dependent upon the power of the general assembly to disapprove and annul any such proposed rule or portion thereof.

3. In order for the general assembly to have an effective opportunity to be advised of rules proposed by any state agency, an agency shall propose a rule or order of rulemaking by complying with the procedures provided in this chapter, except that the notice of proposed rulemaking shall first be

filed with the general assembly by providing a copy thereof to the joint committee on administrative rules, which may hold hearings upon any proposed rule, order of rulemaking or portion thereof at any time. The agency shall cooperate with the joint committee on administrative rules by providing any witnesses, documents or information within the control of the agency as may be requested.

4. Such proposed order of rulemaking shall not become effective prior to the expiration of thirty legislative days of a regular session after such order is filed with the secretary of state and the joint committee on administrative rules.

5. The committee may, by majority vote of its members, recommend that the general assembly disapprove and annul any rule or portion thereof contained in an order of rulemaking after hearings thereon and upon a finding that such rule or portion thereof should be disapproved and annulled. Grounds upon which the committee may recommend such action include, but are not limited to:

(1) Such rule is substantive in nature in that it creates rights or liabilities or provides for sanctions as to any person, corporation or other legal entity; and

(2) Such rule or portion thereof is not in the public interest or is not authorized by the general assembly for one or more of the following grounds:

(a) An absence of statutory authority for the proposed rule

(b) The proposed rule is in conflict with state law

(c) Such proposed rule is likely to substantially endanger the public health, safety or welfare

(d) The rule exceeds the purpose, or is more restrictive than is necessary to carry out the purpose, of the statute granting rulemaking authority;

(e) A substantial change in circumstance has occurred since enactment of the law upon which the proposed rule is based as to result in a conflict between the purpose of the law and the proposed rule, or as to create a substantial danger to public health and welfare; or

(f) The proposed rule is so arbitrary and capricious as to create such substantial inequity as to be unreasonably burdensome on persons affected.

6. Any recommendation or report issued by the committee pursuant to subsection 5 of this section shall be admissible as evidence in any judicial proceeding and entitled to judicial notice without further proof.

7. The general assembly may adopt a concurrent resolution in accordance with the provisions of article IV, section 8 of the Missouri Constitution to disapprove and annul any rule or portion thereof.

8. Any rule or portion thereof not disapproved within thirty legislative days of a regular session pursuant to subsection 7 of this section shall be deemed approved by the general assembly and the secretary of state may publish such final order of rulemaking as soon as practicable upon the expiration of thirty legislative days of a regular session after the final order of rulemaking was filed with the secretary of state and the joint committee on administrative rules.

9. Upon adoption of such concurrent resolution as provided in subsection 7 of this section, the secretary of state shall not publish the order of rulemaking until the expiration of time necessary for such resolution to be signed by the governor, or vetoed and subsequently acted upon by the general assembly pursuant to article III, section 32 of the Missouri Constitution. If such concurrent resolution is adopted and signed by the governor or otherwise reconsidered pursuant to article III, section 32, the secretary of state shall publish in the Missouri Register, as soon as practicable, the order of rulemaking along with notice of the proposed rules or portions thereof which are disapproved and annulled by the general assembly.

10. Notwithstanding the provisions of section 1.140, RSMo, the provisions of this section, section 536.021 and section 536.025 are non-severable and the delegation of legislative authority to an agency to propose orders of rule-making is essentially dependent upon the powers vested with the general assembly as provided herein. If any of the powers vested with the general assembly or the joint committee on administrative rules to review, to hold in abeyance the rule pending action by the general assembly, to delay the effective date or to disapprove and annul a rule or portion of a rule contained in an order of rulemaking, are held unconstitutional or invalid, the purported grant of rulemaking authority and any rule so proposed and contained in the order of rulemaking shall be revoked and shall be null, void and unenforceable.

11. Nothing in this section shall prevent the general assembly from adopting by concurrent resolution or bill within thirty legislative days of a regular session the rules or portions thereof, or as the same may be amended or annulled, as contained in a proposed order of rulemaking. In that event, the proposed order of rulemaking shall have been superseded and the order and any rule proposed therein shall be null, void and unenforceable. The secretary of state shall not publish a proposed order of rulemaking acted upon as described herein.



12. Upon adoption of any rule now or hereafter in effect, such rule or portion thereof may be revoked by the general assembly either by bill or by concurrent resolution pursuant to article IV, section 8 of the constitution on recommendation of the joint committee on administrative rules. The secretary of state shall publish in the Missouri Register, as soon as practicable, notice of the revocation.

13. This section shall become effective only upon the expiration of twenty calendar days following the:

- (1) Failure of the executive to sign executive order number 97-97; or
- (2) Modification, amendment or rescission of executive order number 97-97; or
- (3) An agency's failure to hold the rule in abeyance as required by executive order number 97-97; or
- (4) Declaration by a court with jurisdiction that section 536.024 or any portion of executive order number 97-97 is unconstitutional or invalid for any reason.

Notwithstanding the provisions of this subsection to the contrary, no modification, amendment or rescission of executive order number 97-97 or failure to hold a rule in abeyance shall make this section effective if the modification, amendment or rescission of the executive order or failure to hold the rule in abeyance is approved by the general assembly by concurrent resolution.

(L. 1997 H.B. 335, Repealed 1997 H.B. 600 & 388, A.L. 1997 H.B. 850)

Contingent effective date, see subsection 13 of this section.

**536.031. Code to be published — to be revised monthly — incorporation by reference authorized, courts to take judicial notice. — 1.** There is established a publication to be known as the "Code of State Regulations", which shall be published by the secretary of state as soon as practicable after ninety days following January 1, 1976, and may be republished from time to time thereafter as determined by the secretary of state.

2. The code of state regulations shall contain the full text of all rules of state agencies in force and effect upon the effective date of the first publication thereof, and effective September 1, 1990, it shall be revised no less frequently than monthly thereafter so as to include all rules of state agencies subsequently made, amended or rescinded. The code may also include citations, references, or annotations, prepared by the state agency adopting the rule or by the secretary of state, to any intraagency ruling, attorney general's opinion, determination, decisions, order, or other action of the administrative hearing commission, or any determination, decision, order, or other action of a court interpreting, applying, discussing, distinguishing, or otherwise affecting any rule published in the code.

3. The code of state regulations shall be published in looseleaf form in one or more volumes and with an appropriate index and cover, and revisions in the text and index may be made by printing additional pages for insertion in the looseleaf cover.

4. The secretary of state may omit from the code of state regulations such rules and such material incorporated by reference in any rule the publication of which would be unduly cumbersome or expensive, provided that the full text of such rule or the full text of the material incorporated by reference is made available to any interested person at both the office of the secretary of state and the office of the adopting state agency, and copies thereof made available to any interested party at a cost not to exceed the actual cost of copy reproduction.

5. The courts of this state shall take judicial notice, without proof, of the contents of the code of state regulations.

(L. 1975 S.B. 58 § 536.030, A.L. 1976 S.B. 478, A.L. 1989 H.B. 143)

**536.033. Sale of register and code of state regulations, cost, how established — correction of clerical errors authorized. — 1.** Copies or subscription of the register or code shall be made available to the public by the secretary of state upon request for a reasonable charge to be established by him, said charge not to exceed the actual cost of publishing and delivery.

2. All costs of printing and mailing the Missouri Register and the code of state regulations shall be paid by the office of the secretary of state from funds appropriated for this purpose and all fees collected from the sale thereof by the secretary of state shall be deposited to general revenue.

3. The secretary of state may correct typographical or spelling errors in the publication of any rule, notice of proposed rulemaking, or order of rule-making.

(L. 1975 S.B. 58, A.L. 1976 S.B. 478, A.L. 1981 S.B. 101)

**536.035. Rules and orders to be permanent public record.** — All rules or executive orders filed with the secretary of state pursuant to sections 536.015 to 536.043 shall be retained permanently and shall be open to public inspection at all reasonable times.

(L. 1975 S.B. 58)

Effective 1-1-76

**536.037. Committee on administrative rules, members, meetings, duties — reports — expenses.** — 1. There is established a permanent joint committee of the general assembly to be known as the “Committee on Administrative Rules”, which shall be composed of five members of the senate and five members of the house of representatives. The senate members of the committee shall be appointed by the president pro tem of the senate and the house members by the speaker of the house. The appointment of each member shall continue during his term of office as a member of the general assembly unless sooner removed. No major party shall be represented by more than three appointed members from either house.

2. The committee on administrative rules shall meet within ten days after its creation and organize by selecting a chairman and a vice chairman, one of whom shall be a member of the senate and one of whom shall be a member of the house of representatives. A majority of the members constitutes a quorum. Meetings of the committee may be called at such time and place as the chairman designates.

3. The committee shall review all rules promulgated by any state agency after January 1, 1976, except rules promulgated by the public service commission and the labor and industrial labor relations commission. In its review the committee may take such action as it deems necessary which may include holding hearings.

4. The members of the committee shall receive no compensation in addition to their salary as members of the general assembly, but may receive their necessary expenses while attending the meetings of the committee, to be paid out of the joint contingent fund.

(L. 1975 S.B. 58, A.L. 1994 S.B. 558, A.L. 1995 S.B. 3)

#### CROSS REFERENCE:

Workers’ compensation cases, this section not deemed to govern discovery between parties, RSMo 287.811

**536.041. Any person may petition agency concerning rules, agency must furnish copy to committee on administrative rules and commissioner of administration together with its action.** — Any person may petition an agency requesting the adoption, amendment or repeal of any rule. Any agency receiving such a petition or other request in writing to adopt, amend or repeal any rule shall forthwith furnish a copy thereof to the joint committee on administrative rules and to the commissioner of administration, together with the action, if any, taken or contemplated by the agency as a result of such petition or request, and the agency’s reasons therefor.

(L. 1975 S.B. 58 § 536.040, A.L. 1976 S.B. 728, A.L. 1997 H.B. 850)

Effective 6-27-97

**536.043. Director of social services not required to but may promulgate rules.** — Notwithstanding the provisions of section 189.060, the director of social services shall not be required to promulgate rules provided for in said section, although he may elect to do so as therein provided.  
(L. 1975 S.B. 58 § 2)

Effective 1-1-76

**536.046. Public rulemaking docket, contents, publication.** — Each agency may maintain a public rulemaking docket. The rulemaking docket may contain a listing of the precise subject matter of each rule that the agency is considering proposing. The docket may also contain the name and address of agency personnel with whom persons may communicate with respect to the matter and an indication of the present status within the agency of the rule the agency is considering proposing. The secretary of state may publish such rulemaking dockets.

(L. 1997 H.B. 850)

Effective 6-27-97

**536.050. Declaratory judgments respecting the validity of rules — fees and expenses — standing, intervention by general assembly.** — 1. The power of the courts of this state to render declaratory judgments shall extend to declaratory judgments respecting the validity of rules, or of threatened applications thereof, and such suits may be maintained against agencies whether or not the plaintiff has first requested the agency to pass upon the question presented. The venue of such suits against agencies shall, at the option of the plaintiff, be in the circuit court of Cole County, or in the county of the plaintiff's residence, or if the plaintiff is a corporation, domestic or foreign, having a registered office or business office in this state, in the county of such registered office or business office. Nothing herein contained shall be construed as a limitation on the declaratory or other relief which the courts might grant in the absence of this section.

2. Any person bringing an action under subsection 1 of this section shall not be required to exhaust any administrative remedy if the court determines that:

- (1) The administrative agency has no authority to grant the relief sought or the administrative remedy is otherwise inadequate; or
- (2) The only issue presented for adjudication is a constitutional issue or other question of law; or
- (3) Requiring the person to exhaust any administrative remedy would result in undue prejudice because the person may suffer irreparable harm if unable to secure immediate judicial consideration of the claim. Provided, however, that the provisions of this subsection shall not apply to any matter covered by chapters 288, 302, and 303, RSMo.

3. A nonstate party who prevails in an action brought pursuant to subsection 1 of this section shall be awarded reasonable fees and expenses, as defined in section 536.085, incurred by that party in the action.

4. A nonstate party seeking an award of fees and other expenses shall, within thirty days of a final disposition of an action brought pursuant to subsection 1 of this section, submit to the court which rendered the final disposition or judgment an application which shows that the party is a prevailing party and is eligible to receive an award pursuant to this section, and the amount sought, including an itemized statement from any attorney or expert witness representing or appearing in behalf of the party stating the actual time expended and the rate at which fees and other expenses are computed.

5. A prevailing nonstate party in an agency proceeding shall submit an application for fees and expenses to the court before which the party prevailed. The filing of an application shall not stay the time for appealing the merits of a case. When the state appeals the underlying merits of an adversary proceeding, no decision on the application for fees and other expenses in connection with that adversary proceeding shall be made pursuant to this section until a final and unreviewable decision is rendered by the court on the appeal or until the underlying merits of the case have been finally determined pursuant to the appeal.

6. The court may either reduce the amount to be awarded or deny any award, to the extent that the prevailing nonstate party during the course of the proceedings engaged in conduct which unduly and unreasonably protracted the final resolution of the matter in controversy.

7. The decision of a court on the application for reasonable fees and expenses shall be in writing, separate from the judgment or order of the court which determined the prevailing party, and shall include written findings and conclusions and the reason or basis therefor. The decision of a court on the application for fees and other expenses shall be final, subject respectively to appeal or judicial review.

8. If a party or the state is dissatisfied with a determination of fees and other expenses made in an action brought pursuant to subsection 1 of this section, that party or the state may, within the time permitted by law, appeal that order or judgment to the appellate court having jurisdiction to review the merits of that order or judgment. The appellate court's determination shall be based solely on the record made before the court below. The court may modify, reverse or reverse and remand the determination of fees and other expenses if the court finds that the award or failure to make an award of fees and other expenses, or the calculation of the amount of the award, was arbitrary and capricious, was unreasonable, was unsupported by competent and substantial evidence, or was made contrary to law or in excess of the court's jurisdiction. Awards made pursuant to this section shall be payable from amounts appropriated therefor. The state agency against which the award was made shall request an appropriation to pay for the award.

9. The general assembly or its designee shall have standing, in law or equity, to intervene in any existing action involving such challenge to agency action. Unless otherwise provided by resolution, the general assembly's designee is the joint committee on administrative rules who may, upon a concurrence of a majority of the committee's members, intervene in the name of the members of the committee in their representative capacity. Nothing in this section shall confer upon the committee any duty to so act or intervene.

(L. 1945 p. 1504 § 5, A.L. 1978 S.B. 661, A.L. 1996 S.B. 720, A.L. 1997 H.B. 850)

Effective 6-27-97

(1982) Statutory provisions which purport to authorize the Administrative Hearing Commission to render declaratory judgments are unconstitutional as violative of Section 1, Article V of the Missouri Constitution. *State Tax Commission v. Administrative Hearing Commission* (Mo.banc), 641 S.W.2d 69.

(1993) Where action is based on specific facts involving named entities and is a challenge to an agency decision, jurisdiction to challenged decision is vested in the administrative hearing commission under section 208.156, RSMo. Because action challenged an agency decision and not an agency rule, this section does not allow a declaratory judgment action to be brought in the circuit court. *Missouri Health Care Association, EBG III, Inc. v. Missouri Department of Social Services*, 851 S.W.2d 567 (Mo. App. W.D.).

**536.053. Standing to challenge rule.** — Any person who is or may be aggrieved by any rule promulgated by a state agency shall have standing to challenge any rule promulgated by a state agency and may bring such an action pursuant to the provisions of section 536.050. Such person shall not be required to exhaust any administrative remedy and shall be considered a nonstate party.

(L. 1999 S.B. 1, et al.)

**536.055. Correspondence from state agencies, information required — must be printed or typed.** — All correspondence sent from any state agency shall contain the name, address and phone number of the person or agency responsible for sending the correspondence. The name, address and phone number may be printed or typed.

(L. 1989 H.B. 143 § 2)

**536.060. Informal disposition of case by stipulation — summary action — waiver.** — Contested cases and other matters involving licensees and licensing agencies described in section 621.045, RSMo, may be informally resolved by consent agreement or agreed settlement or may be resolved by stipulation, consent order, or default, or by agreed settlement where such settlement is permitted by law. Nothing contained in sections 536.060 to 536.095 shall be construed (1) to impair the power of any agency to take lawful summary action in those matters where a contested case is not required by law, or (2) to prevent any agency authorized to do so from assisting claimants or other parties in any proper manner, or (3) to prevent the waiver by the parties (including, in a proper case, the agency) of procedural requirements which would otherwise be necessary before final decision, or (4) to prevent stipulations or agreements among the parties (including, in a proper case, the agency).

(L. 1945 p. 1504 § 6, A.L. 1957 p. 748 § 536.090, A.L. 1995 S.B. 3)

**CROSS REFERENCE:**

Workers' compensation cases, this section not deemed to govern discovery between parties, RSMo 287.811

**536.063. Contested case, how instituted — pleadings — copies sent parties.** — In any contested case:

(1) The contested case shall be commenced by the filing of a writing by which the party or agency instituting the proceeding seeks such action as by law can be taken by the agency only after opportunity for hearing, or seeks a hearing for the purpose of obtaining a decision review-able upon the record of the proceedings and evidence at such hearing, or upon such record and additional evidence, either by a court or by another agency. Answering, intervening and amendatory writings and motions may be filed in any case and shall be filed where required by rule of the agency, except that no answering instrument shall be required unless the notice of institution of the case states such requirement. Entries of appearance shall be permitted.

(2) Any writing filed whereby affirmative relief is sought shall state what relief is sought or proposed and the reason for granting it, and shall not consist merely of statements or charges phrased in the language of a statute or rule; provided, however, that this subdivision shall not apply when the writing is a notice of appeal as authorized by law.

(3) Reasonable opportunity shall be given for the preparation and presentation of evidence bearing on any issue raised or decided or relief sought or granted. Where issues are tried without objection or by consent, such issues shall be deemed to have been properly before the agency. Any formality of procedure may be waived by mutual consent.

(4) Every writing seeking relief or answering any other writing, and any motion shall state the name and address of the attorney, if any, filing it; otherwise the name and address of the party filing it.

(5) By rule the agency may require any party filing such a writing to furnish, in addition to the original of such writing, the number of copies required for the agency's own use and the number of copies necessary to enable the agency to comply with the provisions of this subdivision hereinafter set forth. The agency shall, without charge therefor, mail one copy of each such writing, as promptly as possible after it is filed, to every party or his attorney who has filed a writing or who has entered his appearance in the case, and who has not theretofore been furnished with a copy of such writing and shall have requested copies of the writings; provided that in any case where the parties are so numerous that the requirements of this subdivision would be unduly onerous, the agency may in lieu thereof (a) notify all parties of the fact of the filing of such writing, and (b) permit any party to copy such writing.

(L. 1957 p. 748 § 536.060)

**536.067. Notice in contested case — mailing — contents — notice of hearing — time for.** — In any contested case:

(1) The agency shall promptly mail a notice of institution of the case to all necessary parties, if any, and to all persons designated by the moving party and to any other persons to whom the agency may determine that notice should be given. The agency or its clerk or secretary shall keep a permanent record of the persons to whom such notice was sent and of the addresses to which sent and the time when sent. Where a contested case would

affect the rights, privileges or duties of a large number of persons whose interests are sufficiently similar that they may be considered as a class, notice may in a proper case be given to a reasonable number thereof as representatives of such class. In any case where the name or address of any proper or designated party or person is not known to the agency, and where notice by publication is permitted by law, then notice by publication may be given in accordance with any rule or regulation of the agency or if there is no such rule or regulation, then, in a proper case, the agency may by a special order fix the time and manner of such publication.

- (2) The notice of institution of the case to be mailed as provided in this section shall state in substance
  - (a) The caption and number of the case
  - (b) That a writing seeking relief has been filed in such case, the date it was filed, and the name of the party filing the same
  - (c) A brief statement of the matter involved in the case unless a copy of the writing accompanies said notice;
  - (d) Whether an answer to the writing is required, and if so the date when it must be filed
  - (e) That a copy of the writing may be obtained from the agency, giving the address to which application for such a copy may be made. This may be omitted if the notice is accompanied by a copy of such writing;
  - (f) The location in the Code of State Regulations of any rules of the agency regarding discovery or a statement that the agency shall send a copy of such rules on request;
- (3) Unless the notice of hearing hereinafter provided for shall have been included in the notice of institution of the case, the agency shall, as promptly as possible after the time and place of hearing have been determined, mail a notice of hearing to the moving party and to all persons and parties to whom a notice of institution of the case was required to be or was mailed, and also to any other persons who may thereafter have become or have been made parties to the proceeding. The notice of hearing shall state:
  - (a) The caption and number of the case
  - (b) The time and place of hearing
- (4) No hearing in a contested case shall be had, except by consent, until a notice of hearing shall have been given substantially as provided in this section, and such notice shall in every case be given a reasonable time before the hearing. Such reasonable time shall be at least ten days except in cases where the public morals, health, safety or interest may make a shorter time reasonable; provided that when a longer time than ten days is prescribed by statute, no time shorter than that so prescribed shall be deemed reasonable.

(L. 1957 p. 748 §§ 536.063, 536.066, A.L. 1995 S.B. 3)

#### CROSS REFERENCE:

Workers' compensation cases, this section not deemed to govern discovery between parties, RSMo 287.811

**536.068. Responsive pleadings to petitioner's complaint or petition to be filed, when — extension — content — bench ruling or memorandum decision on request, when. —** 1. In any proceeding before the administrative hearing commission, any responsive pleading to the petitioner's complaint or petition shall be filed within the time limits specified for filing an answer under the rules governing civil practice in circuit courts in Missouri, unless the administrative hearing commission grants an extension of time for the filing of a responsive pleading. Such responsive pleadings may include, but shall not be limited to, answers, motions to dismiss, motions for a more definite statement or to make more definite and certain, or any combination of these pleadings.

2. The administrative hearing commission shall upon the request of all parties involved and waiver of the provisions of section 536.090 issue a bench ruling or render a memorandum decision on any case within one week of the conclusion of the hearing or within one week of the request, whichever is later.

(L. 1989 H.B. 143 § 1)

**536.070. Evidence — witnesses — objections — judicial notice — affidavits as evidence — transcript.** — In any contested case:

- (1) Oral evidence shall be taken only on oath or affirmation.
- (2) Each party shall have the right to call and examine witnesses, to introduce exhibits, to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not the subject of the direct examination, to impeach any witness regardless of which party first called him to testify, and to rebut the evidence against him.
- (3) A party who does not testify in his own behalf may be called and examined as if under cross-examination.
- (4) Each agency shall cause all proceedings in hearings before it to be suitably recorded and preserved. A copy of the transcript of such a proceeding shall be made available to any interested person upon the payment of a fee which shall in no case exceed the reasonable cost of preparation and supply.
- (5) Records and documents of the agency which are to be considered in the case shall be offered in evidence so as to become a part of the record, the same as any other evidence, but the records and documents may be considered as a part of the record by reference thereto when so offered.
- (6) Agencies shall take official notice of all matters of which the courts take judicial notice. They may also take official notice of technical or scientific facts, not judicially cognizable, within their competence, if they notify the parties, either during a hearing or in writing before a hearing, or before findings are made after hearing, of the facts of which they propose to take such notice and give the parties reasonable opportunity to contest such facts or otherwise show that it would not be proper for the agency to take such notice of them.
- (7) Evidence to which an objection is sustained shall, at the request of the party seeking to introduce the same, or at the instance of the agency, nevertheless be heard and preserved in the record, together with any cross-examination with respect thereto and any rebuttal thereof, unless it is wholly irrelevant, repetitious, privileged, or unduly long.
- (8) Any evidence received without objection which has probative value shall be considered by the agency along with the other evidence in the case. The rules of privilege shall be effective to the same extent that they are now or may hereafter be in civil actions. Irrelevant and unduly repetitious evidence shall be excluded.
- (9) Copies of writings, documents and records shall be admissible without proof that the originals thereof cannot be produced, if it shall appear by testimony or otherwise that the copy offered is a true copy of the original, but the agency may, nevertheless, if it believes the interests of justice so require, sustain any objection to such evidence which would be sustained were the proffered evidence offered in a civil action in the circuit court, but if it does sustain such an objection, it shall give the party offering such evidence reasonable opportunity and, if necessary, opportunity at a later date, to establish by evidence the facts sought to be proved by the evidence to which such objection is sustained.
- (10) Any writing or record, whether in the form of an entry in a book or otherwise, made as a memorandum or record of an act, transaction, occurrence or event, shall be admissible as evidence of the act, transaction, occurrence or event, if it shall appear that it was made in the regular course of any business, and that it was the regular course of such business to make such memorandum or record at the time of such act, transaction, occurrence, or event or within a reasonable time thereafter. All other circumstances of the making of such writing or record, including lack of personal knowledge by the entrant or maker, may be shown to affect the weight of such evidence, but such showing shall not affect its admissibility. The term “**business**” shall include business, profession, occupation and calling of every kind.
- (11) The results of statistical examinations or studies, or of audits, compilations of figures, or surveys, involving interviews with many persons, or examination of many records, or of long or complicated accounts, or of a large number of figures, or involving the ascertainment of many related facts, shall be admissible as evidence of such results, if it shall appear that such examination, study, audit, compilation of figures, or survey was made by or under the supervision of a witness, who is present at the hearing, who testifies to the accuracy of such results, and who is subject to cross-examination, and if it shall further appear by evidence adduced that the witness making or under whose supervision such examination, study, audit, compilation of figures, or survey was made was basically qualified to make it. All the circumstances relating to the making of such an examination, study, audit, compilation of figures or survey, including the nature and extent of the qualifications of the maker, may be shown to affect the weight of such evidence but such showing shall not affect its admissibility.
- (12) Any party or the agency desiring to introduce an affidavit in evidence at a hearing in a contested case may serve on all other parties (including, in a proper case, the agency) copies of such affidavit in the manner hereinafter provided, at any time before the hearing, or at such later time as

may be stipulated. Not later than seven days after such service, or at such later time as may be stipulated, any other party (or, in a proper case, the agency) may serve on the party or the agency who served such affidavit an objection to the use of the affidavit or some designated portion or portions thereof on the ground that it is in the form of an affidavit; provided, however, that if such affidavit shall have been served less than eight days before the hearing such objection may be served at any time before the hearing or may be made orally at the hearing. If such objection is so served, the affidavit or the part thereof to which objection was made, may not be used except in ways that would have been permissible in the absence of this subdivision; provided, however, that such objection may be waived by the party or the agency making the same. Failure to serve an objection as aforesaid, based on the ground aforesaid, shall constitute a waiver of all objections to the introduction of such affidavit, or of the parts thereof with respect to which no such objection was so served, on the ground that it is in the form of an affidavit, or that it constitutes or contains hearsay evidence, or that it is not, or contains matters which are not, the best evidence, but any and all other objections may be made at the hearing. Nothing herein contained shall prevent the cross-examination of the affiant if he is present in obedience to a subpoena or otherwise and if he is present, he may be called for cross-examination during the case of the party who introduced the affidavit in evidence. If the affidavit is admissible in part only it shall be admitted as to such part, without the necessity of preparing a new affidavit. The manner of service of such affidavit and of such objection shall be by delivering or mailing copies thereof to the attorneys of record of the parties being served, if any, otherwise, to such parties, and service shall be deemed complete upon mailing; provided, however, that when the parties are so numerous as to make service of copies of the affidavit on all of them unduly onerous, the agency may make an order specifying on what parties service of copies of such affidavit shall be made, and in that case a copy of such affidavit shall be filed with the agency and kept available for inspection and copying. Nothing in this subdivision shall prevent any use of affidavits that would be proper in the absence of this subdivision.

(L. 1945 p. 1504 §§ 7, 8, A.L. 1957 p. 748 § 536.080, A.L. 1978 S.B. 661)

**536.073. Depositions, use of — how taken — discovery, when available — enforcement — administrative hearing commission to make rules for depositions by stipulation — rules subject to suspension by joint committee on administrative rules. —** 1. In any contested case before an agency created by the constitution or state statute, any party may take and use depositions in the same manner, upon and under the same conditions, and upon the same notice, as is or may hereafter be provided for with respect to the taking and using of depositions in civil actions in the circuit court; provided, that any commission which may be required shall be sued out of the circuit court or the office of the clerk thereof, within and for the county where the headquarters of the agency is located or where the hearing is to be held; and provided further, that no commissioner shall be appointed for the taking in this state of depositions.

2. In addition to the powers granted in subsection 1 of this section, any agency authorized to hear a contested case may make rules to provide that the parties may obtain all or any designated part of the same discovery that any Missouri supreme court rule provides for civil actions in circuit court. The agency may enforce discovery by the same methods, terms and conditions as provided by supreme court rule in civil actions in the circuit court. Except as otherwise provided by law, no agency discovery order which:

- (1) Requires a physical or mental examination
- (2) Permits entrance upon land or inspection of property without permission of the owner; or
- (3) Purports to hold any person in contempt;

shall be enforceable except upon order of the circuit court of the county in which the hearing will be held or the circuit court of Cole County at the option of the person seeking enforcement, after notice and hearing.

3. The administrative hearing commission shall adopt rules providing for informal disposition of a contested case by stipulation, consent order, agreed settlement or by disposition in the nature of default judgment, judgment on the pleadings, or summary judgment. No such rules shall be made by the administrative hearing commission under this provision except in accordance with section 536.021 and after a public hearing.

4. No rule or portion of a rule promulgated under the authority of this chapter shall become effective until it has been approved by the joint committee on administrative rules in accordance with the procedures provided herein, and the delegation of the legislative authority to enact law by the



adoption of such rules is dependent upon the power of the joint committee on administrative rules to review and suspend rules pending ratification by the senate and the house of representatives as provided herein.

5. Upon filing any proposed rule with the secretary of state, the filing agency shall concurrently submit such proposed rule to the committee, which may hold hearings upon any proposed rule or portion thereof at any time.

6. A final order of rulemaking shall not be filed with the secretary of state until thirty days after such final order of rulemaking has been received by the committee except as provided in this subsection. The committee may hold one or more hearings upon such final order of rule-making during the thirty-day period. If the committee does not disapprove such order of rulemaking within the thirty-day period, the filing agency may file such order of rulemaking with the secretary of state and the order of rulemaking shall be deemed approved. Contrary provisions of the law notwithstanding, if the committee approves a proposed rule prior to the expiration of the period for review, it shall notify the filing agency and the secretary of state at which point the final order of rulemaking may be filed.

7. The committee may, by majority vote of the members, suspend the order of rulemaking or portion thereof by action taken prior to the filing of the final order of rulemaking only for one or more of the following grounds:

- (1) An absence of statutory authority for the proposed rule
- (2) An emergency relating to public health, safety or welfare;
- (3) The proposed rule is in conflict with state law
- (4) A substantial change in circumstance since enactment of the law upon which the proposed rule is based;
- (5) The proposed rule is arbitrary and capricious

8. If the committee disapproves any rule or portion thereof, the filing agency shall not file such disapproved portion of any rule with the secretary of state and the secretary of state shall not publish in the Missouri Register any final order of rulemaking containing the disapproved portion.

9. If the committee disapproves any rule or portion thereof, the committee shall report its findings to the senate and the house of representatives. No rule or portion thereof disapproved by the committee shall take effect so long as the senate and the house of representatives ratify the act of the joint committee by resolution adopted in each house within thirty legislative days after such rule or portion thereof has been disapproved by the joint committee.

10. Upon adoption of a rule as provided herein, any such rule or portion thereof may be suspended or revoked by the general assembly either by bill or, pursuant to section 8, article IV of the constitution, by concurrent resolution upon recommendation of the joint committee on administrative rules. The committee shall be authorized to hold hearings and make recommendations pursuant to the provisions of section 536.037. The secretary of state shall publish in the Missouri Register, as soon as practicable, notice of the suspension or revocation.

(L. 1957 p. 748, A.L. 1985 S.B. 5, et al., A.L. 1989 H.B. 143, A.L. 1995 S.B. 3)

#### CROSS REFERENCE:

Workers' compensation cases, this section not deemed to govern discovery between parties, RSMo 287.811

(1998) Administrative agencies created by home rule charter cities are not agencies created by the constitution or statute and the administrative procedure act does not apply. State ex rel. Young v. City of St. Charles, 977 S.W.2d 503 (Mo.banc).

**536.075. Discovery rule violations, sanctions.** — In any proceeding before the administrative hearing commission, where a party to the proceeding moves for sanctions for an alleged violation of any discovery rule, the moving party shall in the motion certify that reasonable efforts were made to resolve the dispute informally with the opposing party.

(L. 1989 S.B. 127, et al. § 3)

**536.077. Subpoenas, issuance — form — how served — how enforced.** — In any contested case before an agency created by the constitution or state statute, such agency shall upon request of any party issue subpoenas and shall in a proper case issue subpoenas duces tecum. Subpoenas other than subpoenas duces tecum shall on request of any party be issued with the caption and number of the case, the name of the witness, and the date for appearance in blank, but such caption, number, name and date shall be filled in by such party before service. Subpoenas shall extend to all parts of the state, and shall be served and returned as in civil actions in the circuit court. The witness shall be entitled to the same fees and, if compelled to travel more than forty miles from his place of residence, shall be entitled to the same tender of fees for travel and attendance, and at the same time, as is now or may hereafter be provided for witnesses in civil actions in the circuit court, such fees to be paid by the party or agency subpoenaing him, except where the payment of such fees is otherwise provided for by law. The agency shall enforce subpoenas by applying to a judge of the circuit court of the county of the hearing or of any county where the witness resides or may be found, for an order upon any witness who shall fail to obey a subpoena to show cause why such subpoena should not be enforced, which said order and a copy of the application therefor shall be served upon the witness in the same manner as a summons in a civil action, and if the said circuit court shall, after a hearing, determine that the subpoena should be sustained and enforced, said court shall proceed to enforce said subpoena in the same manner as though said subpoena had been issued in a civil case in the circuit court. Any such agency may delegate to any member, officer, or employee thereof the power to issue subpoenas in contested cases; provided that, except where otherwise authorized by law, subpoenas duces tecum shall be issued only by order of the agency or a member thereof.

(L. 1957 p. 748 § 536.070)

**536.080. Parties may file briefs — officials to hear or read evidence.** — 1. In contested cases each party shall be entitled to present oral arguments or written briefs at or after the hearing which shall be heard or read by each official of the agency who renders or joins in rendering the final decision.

2. In contested cases, each official of an agency who renders or joins in rendering a final decision shall, prior to such final decision, either hear all the evidence, read the full record including all the evidence, or personally consider the portions of the record cited or referred to in the arguments or briefs. The parties to a contested case may by written stipulation or by oral stipulation in the record at a hearing waive compliance with the provisions of this section.

(L. 1945 p. 1504 § 8, A.L. 1957 p. 748 § 536.083)

(1976) Where member of commission had assumed office after conclusion of all hearings and did not participate in the decision which was certified by the participating members, but did participate in order denying application for rehearing to which no certification was attached, trial court was directed to modify its “order of remand” to allow the commissioner ten days to certify that he had complied with this section at the time of denial of the motion for rehearing. Absent such certification, remand for reconsideration should follow. State ex rel. Jackson County v. Public Service Commission (Mo.), 532 S.W.2d 20.

**536.083. Hearing officer not to conduct rehearing or appeal involving same issues and parties.** — Notwithstanding any other provision of law to the contrary, in any administrative hearing conducted under the procedures established in this chapter, and in any other administrative hearing conducted under authority granted any state agency, no person who acted as a hearing officer or who otherwise conducted the first administrative hearing involving any single issue shall conduct any subsequent administrative rehearing or appeal involving the same issue and same parties.

(L. 1989 H.B. 143 § 3)

**536.085. Definitions for sections 536.085 and 536.087.** — As used in section 536.087, the following terms mean:

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(1) **“Agency proceeding”**, an adversary proceeding in a contested case pursuant to this chapter in which the state is represented by counsel, but does not include proceedings for determining the eligibility or entitlement of an individual to a monetary benefit or its equivalent, child custody proceedings, eminent domain proceedings, driver’s license proceedings, vehicle registration proceedings, proceedings to establish or fix a rate, or proceedings before the state tax commission;

(2) **“Party”**:

(a) An individual whose net worth did not exceed two million dollars at the time the civil action or agency proceeding was initiated; or

(b) Any owner of an unincorporated business or any partnership, corporation, association, unit of local government or organization, the net worth of which did not exceed seven million dollars at the time the civil action or agency proceeding was initiated, and which had not more than five hundred employees at the time the civil action or agency proceeding was initiated;

(3) **“Prevails”**, obtains a favorable order, decision, judgment, or dismissal in a civil action or agency proceeding;

(4) **“Reasonable fees and expenses”** includes the reasonable expenses of expert witnesses, the reasonable cost of any study, analysis, engineering report, test, or project which is found by the court or agency to be necessary for the preparation of the party’s case, and reasonable attorney or agent fees. The amount of fees awarded as reasonable fees and expenses shall be based upon prevailing market rates for the kind and quality of the services furnished, except that no expert witness shall be compensated at a rate in excess of the highest rate of compensation for expert witnesses paid by the state in the type of civil action or agency proceeding, and attorney fees shall not be awarded in excess of seventy-five dollars per hour unless the court determines that a special factor, such as the limited availability of qualified attorneys for the proceedings involved, justifies a higher fee;

(5) **“State”**, the state of Missouri, its officers and its agencies, but shall not include political subdivisions of the state.

(L. 1989 H.B. 143 § 4)

**536.087. Reasonable fees and expenses awarded prevailing party in civil action or agency proceeding — application, content, filed with court or agency where party appeared — appeal by state, effect — power of court or agency to reduce requested amount or deny, when — form of award — judicial review, when.** — 1. A party who prevails in an agency proceeding or civil action arising therefrom, brought by or against the state, shall be awarded those reasonable fees and expenses incurred by that party in the civil action or agency proceeding, unless the court or agency finds that the position of the state was substantially justified or that special circumstances make an award unjust.

2. In awarding reasonable fees and expenses under this section to a party who prevails in any action for judicial review of an agency proceeding, the court shall include in that award reasonable fees and expenses incurred during such agency proceeding unless the court finds that during such agency proceeding the position of the state was substantially justified, or that special circumstances make an award unjust.

3. A party seeking an award of fees and other expenses shall, within thirty days of a final disposition in an agency proceeding or final judgment in a civil action, submit to the court, agency or commission which rendered the final disposition or judgment an application which shows that the party is a prevailing party and is eligible to receive an award under this section, and the amount sought, including an itemized statement from any attorney or expert witness representing or appearing in behalf of the party stating the actual time expended and the rate at which fees and other expenses are computed. The party shall also allege that the position of the state was not substantially justified. The fact that the state has lost the agency proceeding or civil action creates no legal presumption that its position was not substantially justified. Whether or not the position of the state was substantially justified shall be determined on the basis of the record (including the record with respect to the action or failure to act by an agency upon which a civil action is based) which is made in the agency proceeding or civil action for which fees and other expenses are sought, and on the basis of the record of any hearing the court or agency deems appropriate to determine whether an award of reasonable fees and expenses should be made, provided that any such hearing shall be limited to consideration of matters which affected the agency’s decision leading to the position at issue in the fee application.

4. A prevailing party in an agency proceeding shall submit an application for fees and expenses to the administrative body before which the party prevailed. A prevailing party in a civil action on appeal from an agency proceeding shall submit an application for fees and expenses to the court. The filing of an application shall not stay the time for appealing the merits of a case. When the state appeals the underlying merits of an adversary

proceeding, no decision on the application for fees and other expenses in connection with that adversary proceeding shall be made under this section until a final and unreviewable decision is rendered by the court on the appeal or until the underlying merits of the case have been finally determined pursuant to the appeal.

5. The court or agency may either reduce the amount to be awarded or deny any award, to the extent that the prevailing party during the course of the proceedings engaged in conduct which unduly and unreasonably protracted the final resolution of the matter in controversy.

6. The decision of a court or an agency on the application for reasonable fees and expenses shall be in writing, separate from the judgment or order of the court or the administrative decision which determined the prevailing party, and shall include written findings and conclusions and the reason or basis therefor. The decision of a court or an agency on the application for fees and other expenses shall be final, subject respectively to appeal or judicial review.

7. If a party or the state is dissatisfied with a determination of fees and other expenses made in an agency proceeding, that party or the state may within thirty days after the determination is made, seek judicial review of that determination from the court having jurisdiction to review the merits of the underlying decision of the agency adversary proceeding. If a party or the state is dissatisfied with a determination of fees and other expenses made in a civil action arising from an agency proceeding, that party or the state may, within the time permitted by law, appeal that order or judgment to the appellate court having jurisdiction to review the merits of that order or judgment. The reviewing or appellate court's determination on any judicial review or appeal heard under this subsection shall be based solely on the record made before the agency or court below. The court may modify, reverse or reverse and remand the determination of fees and other expenses if the court finds that the award or failure to make an award of fees and other expenses, or the calculation of the amount of the award, was arbitrary and capricious, was unreasonable, was unsupported by competent and substantial evidence, or was made contrary to law or in excess of the court's or agency's jurisdiction. Awards made pursuant to this act shall be payable from amounts appropriated therefor. The state agency against which the award was made shall request an appropriation to pay the award.

(L. 1989 H.B. 143 § 5)

“This act” (H.B. 143, 1989) contains numerous sections. Consult Disposition of Sections table for definitive listing.

(1998) This section supersedes prior case law whereby wrongfully dismissed state employees could increase back pay awards by amount of attorney fees and expenses incurred in obtaining reinstatement in certain cases. *McGhee v. Dixon*, 973 S.W.2d 847 (Mo.banc).

(1999) Application of section granting Supreme Court original appellate jurisdiction over appeal from administrative denial of taxpayer's request for fees and expenses in state tax proceeding was unconstitutional. *Greenbriar Hills Country Club v. Director of Revenue*, 2 S.W.3d 798 (Mo.banc).

**536.090. Decisions in writing — notice.** — Every decision and order in a contested case shall be in writing, and, except in default cases or cases disposed of by stipulation, consent order or agreed settlement, the decision, including orders refusing licenses, shall include or be accompanied by findings of fact and conclusions of law. The findings of fact shall be stated separately from the conclusions of law and shall include a concise statement of the findings on which the agency bases its order. Immediately upon deciding any contested case the agency shall give written notice of its decision by delivering or mailing such notice to each party, or his attorney of record, and shall upon request furnish him with a copy of the decision, order, and findings of fact and conclusions of law.

(L. 1945 p. 1504 § 9, A.L. 1957 p. 748 § 536.086)

(1969) Specific procedures for notice under the liquor control law supersede the procedures in the general administrative procedure law where a violation of the liquor control law is alleged. *State ex rel. Zimmerman v. Moran* (Mo.), 439 S.W.2d 503.

(1972) Where the tax commission's findings of fact was a mere statement of the chronology of events that transpired and did not advise the parties or the court of the factual basis upon which the commission reached its conclusion and order, it did not provide basis for review and circuit court's order remanding case for appropriate findings was proper and was not a final appealable order. *Iron County v. State Tax Commission* (Mo.), 480 S.W.2d 65.

**536.095. Contempt — procedure for punishment.** — In any hearing in a contested case before an agency created by the constitution or state statute if any person acts or refuses to act in such manner that a contempt of court would have been committed if the case were a civil action before a circuit court, the agency in addition to any other powers it may have by law may apply to a judge of the circuit court of the county of the hearing or of any county where such person resides or may be found, for an order on any such person to show cause why he should not be punished as for contempt, which order and copy of the application therefor shall be served upon the person in the same manner as a summons in a civil action. Thereafter the same proceedings shall be had in such court as in cases of contempt of a circuit court.

(L. 1957 p. 748 § 536.076)

**536.100. Party aggrieved entitled to judicial review.** — Any person who has exhausted all administrative remedies provided by law and who is aggrieved by a final decision in a contested case, whether such decision is affirmative or negative in form, shall be entitled to judicial review thereof, as provided in sections 536.100 to 536.140, unless some other provision for judicial review is provided by statute; provided, however, that nothing in this chapter contained shall prevent any person from attacking any void order of an agency at any time or in any manner that would be proper in the absence of this section. Unreasonable delay on the part of any agency in deciding any contested case shall be grounds for an order of the court either compelling action by the agency or removing the case to the court for decision.

(L. 1945 p. 1504 § 10)

(1972) Petitioners who alleged only that they were tenants in the building complex and that their interests would be injured if certain of the buildings were secured with steelplating and fencing as ordered by Board of Building Appeals but did not allege they, or any they represented, actually lived in the affected buildings, or would be evicted if the board's decision were carried out, were not "aggrieved" within the meaning of this section. *State ex rel. Pruitt-Igoe District Community Corp. v. Burks* (A.), 482 S.W.2d 75.

(1980) Order of State Tax Commission that county board of equalization implement plans for equal division of real property assessment in county was not reviewable as contested case under statute governing entitlement of party aggrieved to judicial review. *State ex rel. Commissioners v. Schneider* (Mo.), 609 S.W.2d 149.

(1980) Sales tax law established mandatory procedure for the assessment of sales tax and state has no right to commence an action for taxes due and payable until this procedure is exhausted, including administrative and judicial review. *Excel Drug Co. Inc. v. Mo. Dept. of Revenue* (Mo.), 609 S.W.2d 404.

**536.110. Petition, when filed — process — venue.** — 1. Proceedings for review may be instituted by filing a petition in the circuit court of the county of proper venue within thirty days after the mailing or delivery of the notice of the agency's final decision.

2. Such petition may be filed without first seeking a rehearing, but in cases where agencies have authority to entertain motions for rehearing and such a motion is duly filed, the thirty-day period aforesaid shall run from the date of the delivery or mailing of notice of the agency's decision on such motion. No summons shall issue in such case, but copies of the petition shall be delivered to the agency and to each party of record in the proceed-

ings before the agency or to his attorney of record, or shall be mailed to the agency and to such party or his said attorney by registered mail, and proof of such delivery or mailing shall be filed in the case.

3. The venue of such cases shall, at the option of the plaintiff, be in the circuit court of Cole County or in the county of the plaintiff or of one of the plaintiff's residence or if any plaintiff is a corporation, domestic or foreign, having a registered office or business office in this state, in the county of such registered office or business office. The court in its discretion may permit other interested persons to intervene.

(L. 1945 p. 1504 § 10, A.L. 1953 p. 679, A.L. 1978 H.B. 1634)

Effective 1-2-79

(1969) Sections 64.660, 536.100, and this section are in pari materia. State ex rel. Day v. County Court of Platte County (A.), 442 S.W.2d 178.

(1970) This section does not apply to agencies which have their own separate review provision in their own special statute. Brogoto v. Wiggins (Mo.), 458 S.W.2d 317.

(1971) Circuit court of city of St. Louis had jurisdiction of appeal from order of air pollution appeal board of St. Louis County where counsel of appeal board waived any objection as to venue and plaintiff appellant corporation's registered business office was in St. Louis City and county ordinance provided that decision of the board could be appealed to the circuit court under the provisions of chapter 536, RSMo. State ex rel. Union Electric Co. v. Scott (A.), 470 S.W.2d 1.

(1977) Held, court rule 100.04 does not conflict with this section and appeal from personnel advisory board may properly be taken to the circuit court of Cole County. Mills v. Federal Soldiers' Home (Mo.), 549 S.W.2d 862.

(1979) Mandamus was remedy when city council denied a liquor license under a municipal code when all conditions were met and was not a "contested" case. State ex rel. Keeven v. City of Hazelwood, et al. (A.), 585 S.W.2d 557.

(1980) Time limits for seeking judicial review of an agency's final decision where service is by mail may not be extended under civil rule allowing three additional days where service is by mail; statutory time period is jurisdictional. R.B. Industries, Inc. v. Goldberg (Mo.), 601 S.W.2d 5.

(1980) Thirty-day period for seeking judicial review of decision of director of revenue issuing additional rules and use tax assessment began to run on date of mailing of order and period not extended under civil rule adding three additional days to length of prescribed period if notice is served by mail. R.B. Industries, Inc. v. Goldberg (Mo.), 601 S.W.2d 5.

(1984) Medicaid disallowance by department, petition filed in circuit court not designated by statute. Subject-matter jurisdiction cannot be conferred or waived by parties. (Mo.App.E.D.) Health Enterprises v. Dept. of Soc. Services, 668 S.W.2d 185.

**536.120. Suspension of decisions or orders.** — Pending the filing and final disposition of proceedings for review under sections 536.100 to 536.140, the agency may stay the enforcement of its order and may temporarily grant or extend relief denied or withheld. Any court in which such proceedings for review may be pending may issue all necessary and appropriate process to stay or require the agency to stay the enforcement of its order or temporarily to grant or extend or require the agency temporarily to grant or extend relief denied or withheld, pending the final disposition of such proceedings for review. Such stay or other temporary relief by a reviewing court may be conditioned upon such terms as shall appear to the court to be proper. No such stay or temporary relief shall be granted by a reviewing court without notice, except in cases of threatened irreparable injury;

and when in any case a stay or other temporary relief is granted without notice the court shall then make an order, of which due notice shall be given, setting the matter down for hearing as promptly as possible on the question whether such stay or other temporary relief shall be continued in effect. No such stay or other temporary relief shall be granted or continued unless the court is satisfied that the public interest will not be prejudiced thereby.

(L. 1945 p. 1504 § 10)

**536.130. Record on judicial review.** — 1. Within thirty days after the filing of the petition or within such further time as the court may allow, the record before the agency shall be filed in the reviewing court. Such record shall consist of any one of the following:

- (1) Such parts of the record, proceedings and evidence before the agency as the parties by written stipulation may agree upon
- (2) An agreed statement of the case, agreed to by all parties and approved as correct by the agency
- (3) A complete transcript of the entire record, proceedings and evidence before the agency. Evidence may be stated in either question and answer or narrative form. Documents may be abridged by omitting irrelevant and formal parts thereof. Any matter not essential to the decision of the questions presented by the petition may be omitted. The decision, order and findings of fact and conclusions of law shall in every case be included.

2. The record filed in the reviewing court shall be properly certified by the agency, and shall be typewritten, mimeographed, printed, or otherwise suitably reproduced. In any case where papers, documents or exhibits are to be made a part of the record in the reviewing court, the originals of all or any part thereof, or photostatic or other copies which may have been substituted therefor, may, if the agency permits, be sent to the reviewing court instead of having the same copied into the record.

3. In any case where any party fails or refuses to agree to the correctness of a record, the agency shall decide as to its correctness and certify the record accordingly. If any party shall be put to additional expense by reason of the failure of another party to agree to a proper shortening of the record, the court may tax the amount of such additional expense against the offending party as costs.

4. The record to be filed in the reviewing court shall be filed by the plaintiff, or at the request of the plaintiff shall be transmitted by the agency directly to the clerk of the reviewing court and by him filed; provided, that when original documents are to be sent to the reviewing court they shall be transmitted by the agency directly, as aforesaid. The court may require or permit subsequent corrections of or additions to the record.

(L. 1945 p. 1504 § 10)

**536.140. Scope of judicial review — judgment — appeals.** — 1. The court shall hear the case without a jury and, except as otherwise provided in subsection 4, shall hear it upon the petition and record filed as aforesaid.

2. The inquiry may extend to a determination of whether the action of the agency

- (1) Is in violation of constitutional provisions
- (2) Is in excess of the statutory authority or jurisdiction of the agency
- (3) Is unsupported by competent and substantial evidence upon the whole record
- (4) Is, for any other reason, unauthorized by law
- (5) Is made upon unlawful procedure or without a fair trial
- (6) Is arbitrary, capricious or unreasonable;
- (7) Involves an abuse of discretion.

The scope of judicial review in all contested cases, whether or not subject to judicial review pursuant to sections 536.100 to 536.140, and in all cases in which judicial review of decisions of administrative officers or bodies, whether state or local, is now or may hereafter be provided by law, shall in all cases be at least as broad as the scope of judicial review provided for in this subsection; provided, however, that nothing herein contained shall in any way change or affect the provisions of sections 311.690 and 311.700, RSMo.

3. Whenever the action of the agency being reviewed does not involve the exercise by the agency of administrative discretion in the light of the facts, but involves only the application by the agency of the law to the facts, the court may weigh the evidence for itself and determine the facts accordingly. The law applied by the agency as aforesaid may include the agency's own rules. In making such determination the court shall give due weight to the opportunity of the agency to observe the witnesses, and to the expertness and experience of the particular agency.

4. Wherever under subsection 3 or otherwise the court is entitled to weigh the evidence and determine the facts for itself, the court may hear and consider additional evidence if the court finds that such evidence in the exercise of reasonable diligence could not have been produced or was improperly excluded at the hearing before the agency. Wherever the court is not entitled to weigh the evidence and determine the facts for itself, if the court finds that there is competent and material evidence which, in the exercise of reasonable diligence, could not have been produced or was improperly excluded at the hearing before the agency, the court may remand the case to the agency with directions to reconsider the same in the light of such evidence. The court may in any case hear and consider evidence of alleged irregularities in procedure or of unfairness by the agency, not shown in the record.

5. The court shall render judgment affirming, reversing, or modifying the agency's order, and may order the reconsideration of the case in the light of the court's opinion and judgment, and may order the agency to take such further action as it may be proper to require; but the court shall not substitute its discretion for discretion legally vested in the agency.

6. Appeals may be taken from the judgment of the court as in other civil cases.

(L. 1945 p. 1504 § 10, A.L. 1953 p. 679)

(1974) Duty of reviewing court set out in detail. *Hanebrink v. Parker* (A.), 506 S.W.2d 455.

(1999) Given lack of authority of Administrative Hearing Commission to determine constitutionality of liquor control regulation, review by the Supreme Court is only of the circuit court's judgment. *Cocktail Fortune, Inc. v. Supervisor of Liquor Control*, 994 S.W.2d 955 (Mo.banc).

**536.150. Review by injunction or original writ, when — scope.** — 1. When any administrative officer or body existing under the constitution or by statute or by municipal charter or ordinance shall have rendered a decision which is not subject to administrative review, determining the legal rights, duties or privileges of any person, including the denial or revocation of a license, and there is no other provision for judicial inquiry into or review of such decision, such decision may be reviewed by suit for injunction, certiorari, mandamus, prohibition or other appropriate action, and in any such review proceeding the court may determine the facts relevant to the question whether such person at the time of such decision was subject to such legal duty, or had such right, or was entitled to such privilege, and may hear such evidence on such question as may be properly adduced, and the court may determine whether such decision, in view of the facts as they appear to the court, is unconstitutional, unlawful, unreasonable, arbitrary, or capricious or involves an abuse of discretion; and the court shall render judgment accordingly, and may order the administrative officer or body to take such further action as it may be proper to require; but the court shall not substitute its discretion for discretion legally vested in such administrative officer or body, and in cases where the granting or withholding of a privilege is committed by law to the sole discretion of such administrative officer or body, such discretion lawfully exercised shall not be disturbed.

2. Nothing in this section shall apply to contested cases reviewable pursuant to sections 536.100 to 536.140

3. Nothing in this section shall be construed to impair any power to take summary action lawfully vested in any such administrative officer or body, or to limit the jurisdiction of any court or the scope of any remedy available in the absence of this section.

(L. 1953 p. 678 §§ 1, 2, 3)

(1972) Where county ordinance provided no appeal from ruling of Board of Building Appeals, relator was entitled to writ of certiorari to compel the board to certify a sufficiently complete record of proceedings of basis leading to board's decision including name and identity of witnesses and at least a summary of their testimony. *State ex rel. Walmar Investment Co. v. Armstrong* (A.), 477 S.W.2d 730.



(1975) School district has no right to appeal decision of county board of equalization. State ex rel. St. Francois County School Dist. R-III v. Lalumondier (Mo.), 518 S.W.2d 638.

(1979) Mandamus was remedy when city council denied a liquor license under a municipal code when all conditions were met and was not a “contested” case. State ex rel. Keeven v. City of Hazelwood, et al. (A.), 585 S.W.2d 557.

## FISCAL NOTES

**536.200. Fiscal note for proposed rules affecting public funds, required when, where filed, contents — failure to file, procedure — publication — effect of failure to publish — first year evaluation, publication — challenges to rule for failure to meet requirement, time limitations.** — 1. Any state agency filing a notice of proposed rulemaking, as required by section 536.021, wherein the adoption, amendment, or rescission of the rule would require or result in an expenditure of public funds by or a reduction of public revenues for that agency or any other state agency of the state government or any political subdivision thereof including counties, cities, towns, and villages, and school, road, drainage, sewer, water, levee, or any other special purpose district which is estimated to cost more than five hundred dollars in the aggregate to any such agency or political subdivision, shall at the time of filing the notice with the secretary of state file a fiscal note estimating the cost to each affected agency or to each class of the various political subdivisions to be affected. The fiscal note shall contain a detailed estimated cost of compliance and shall be supported with an affidavit by the director of the department to which the agency belongs that in the director’s opinion the estimate is reasonably accurate. If no fiscal note is filed, the director of the department to which the agency belongs shall file an affidavit which states that the proposed change will cost less than five hundred dollars in the aggregate to all such agencies and political subdivisions.

2. If at the end of the first full fiscal year after the implementation of the rule, amendment, or rescission the cost to all affected entities has exceeded by ten percent or more the estimated cost in the fiscal note or has exceeded five hundred dollars if an affidavit has been filed stating the proposed change will cost less than five hundred dollars, the original estimated cost together with the actual cost during the first fiscal year shall be published by the adopting agency in the Missouri Register within ninety days after the close of the fiscal year. Such costs shall be determined by the adopting agency. If the adopting agency fails to publish such costs as required by this section, the rule, amendment, or rescission shall be void and of no further force or effect.

3. The estimated cost in the aggregate shall be published in the Missouri Register contemporary with and adjacent to the notice of proposed rulemaking, and failure to do so shall render any rule promulgated thereunder void and of no force or effect.

4. Any challenge to a rule based on failure to meet the requirements of this section shall be commenced within five years after the effective date of the rule.

5. In the event that any rule published prior to June 3, 1994, shall have failed to provide a fiscal note as required by this section, such agency shall publish the required fiscal note cross-referenced to the applicable rule prior to August 28, 1995, and in that event the rule shall not be void. Any such rule shall be deemed to have met the requirements of this section until that date.

(L. 1978 S.B. 721 § 1, A.L. 1989 H.B. 143, A.L. 1994 S.B. 558)

Effective 6-3-94

**536.205. Fiscal notes for proposed rules affecting private persons or entities, required, when, where filed, contents — publication — effect of failure to publish — challenges to rule for failure to comply, time limitation.** — 1. Any state agency filing a notice of proposed rulemaking, as required by section 536.021, whereby the adoption, amendment, or rescission of the rule would require an expenditure of money by or a reduction in income for any person, firm, corporation, association, partnership, proprietorship or business entity of any kind or character which is estimated to cost more than five hundred dollars in the aggregate, shall at the time of filing the notice with the secretary of state file a fiscal note containing the following information and estimates of cost:

(1) An estimate of the number of persons, firms, corporations, associations, partnerships, proprietorships or business entities of any kind or character by class which would likely be affected by the adoption of the proposed rule, amendment or rescission of a rule;

(2) A classification by types of the business entities in such manner as to give reasonable notice of the number and kind of businesses which would likely be affected;

(3) An estimate in the aggregate as to the cost of compliance with the rule, amendment or rescission of a rule by the affected persons, firms, corporations, associations, partnerships, proprietorships or business entities of any kind or character.

2. The fiscal note shall be published in the Missouri Register contemporary with and adjacent to the notice of proposed rulemaking, and failure to do so shall render any rule promulgated thereunder void and of no force and effect.

3. Any challenge to a rule based on failure to meet the requirements of this section shall be commenced no later than five years after the effective date of the rule.

4. In the event that any rule published prior to June 3, 1994, shall have failed to provide a fiscal note as required by this section, such agency shall publish the required fiscal note prior to August 28, 1995, and in that event the rule shall not be void. Any such rule shall be deemed to have met the requirements of this section until that date.

(L. 1978 S.B. 721 § 2, A.L. 1994 S.B. 558)

Effective 6-3-94

(1994) Administrative rules adopted by air conservation commission which did not comply with statute's requirements for fiscal notes, estimating cost of compliance to private entities, to be published in Missouri Register contemporarily with, and adjacent to, notices of proposed rulemaking were void. *Mo. Hosp. Assn. v. Air Conservation Commission*, 874 S.W.2d 380 (Mo. App. W.D.).

**536.210. Fiscal note forms.** — The secretary of state shall establish a form which each state agency shall use in compiling the fiscal note and affidavit required by sections 536.200, 536.205 and 536.215, and failure of the agency to use said forms shall result in rejection by the secretary of state.

(L. 1978 S.B. 721 § 3)

**536.215. Revised fiscal notes required, when — rejection, when.** — If before the effective date, such rule, amendment or rescission is altered to the extent that the cost or reduction in income is changed by more than ten percent, then a new fiscal note and affidavit shall be filed with the order of rulemaking and the new estimated cost shall be published in the Missouri Register.

(L. 1978 S.B. 721 § 4)